



# CYCLING IRELAND

Cycling Ireland Organisers Guide

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# Cycling Ireland National Senior & Junior Road Championships Organisers Guide



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# Document History

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# 1. Introduction

The Cycling Ireland National Senior and Junior Road Championships organisation guide stipulates the obligations of the Organising Committee and is an integral part of the organisation agreement between Cycling Ireland and the Organising Committee for the Cycling Ireland National Senior and Junior Road Championships.

It is the Organising Committee's (OC) responsibility to adapt the measures in the organisation guide to its own environment.

This event is run under the UCI Technical Regulations. The Organising Committee must also comply with Cycling Ireland rules, and any other applicable laws and rules.

# 2. RACE PROGRAMME

## Cycling Ireland National Senior & Junior Road Champs

The National Senior and Junior Road Championships will take place on the following days – with dates as defined by the UCI Regulations. The below is the approved TT start order – however this may be modified if required by Cycling Ireland – Technical Working Group.

<b>Thursday</b>	Paracycling Individual Time Trial Junior Women Time Trial Junior Men Time Trial Senior Women Time Trial U23 Men Time Trial Elite Men Time Trial
<b>Saturday</b>	Junior Men Road Race Senior Women Road Race (inc. U23)
<b>Sunday</b>	Junior Women Road Race Senior Men Road Race (inc. U23)

All events are pre-entry only and must be through the Cycling Ireland online entry system and all entries close 7 days before the relevant event.

Cycling Ireland will complete the start list for each event based on the riders entered at closing of on-line entries – Riders will be banded together in categories and seeded with a gap of between 3 -5 minutes between categories starting for the Time Trials.

Riders should compete with either or single back number provided by the race organiser for the Time Trails and 2x Back and 1x Frame number issued for the Road Race.

## 3. CIRCUITS

### 3.1 Distances

In accordance with Cycling Ireland regulations the maximum distance shall be as follows:

CATEGORY	TIME TRIAL	ROAD RACE
Women Junior	40 km	60 – 80 km
Women Elite (U23)	40 km	100 – 120 km
Men Junior	40 km	120 – 140 km
Men Elite (U23)	40 km	160 – 200 km
Tandems – Para Cycling	40 km	
Para Cycling	20-30 km	

### 3.2 Choice of Circuits

The circuits should be selected in conjunction with the Cycling Ireland Technical Consultant and should be applied for two years in advance via the appropriate Provincial Executive. Various circuits can be used for the Time Trial and Road Races.

When designing circuits, several factors are taken into consideration for the choice of venues:

- Sporting interest
- Impact on traffic
- Impact on residents
- Good access to venues
- Public car parks

Road races should be organised on a circuit with a maximum distance of 20 km. However, on application to Cycling Ireland in exceptional cases this may be extended to 30km.

The circuit must have:

- 1) A suitable static feed zone
- 2) Litter zone, ideally 500m before the feed zone and 1km after the feed zone
- 3) Of a sporting nature
- 4) Distances to be as per General Administrative and Technical Regulations
- 5) 5, 3, 2 and 1-kilometer countdown boards (RR & TT)
- 6) 500, 300, 200 and 100 metre countdown markers (Metre boards only required in RR not TT)
- 7) A suitable area to deviate race vehicles of the finish area

Host club(s) must also arrange for the running of those Time Trial's and to be based within 50 kilometres of the road race championships. This can be on either an out and back course or a circuit.

The last kilometre of the race must not include major obstacles (dangerous bends, narrowing of the road, roundabouts.).

### **3.3 Barriers on the circuit**

The installation of barriers on the circuit may be necessary:

- For safety of riders and spectators
- Or as a support for sponsors' advertising banners at the event.

Barriers that encroach on the road are a danger for riders and must be avoided.

The use of safety padding, hay bails or other equipment may be deemed necessary on areas of the course.

### **3.4 Signage**

#### **Signposting**

The circuit must be fully signposted. The signposting must be directionally clear. The signposting for each course should be done several days before the start of competitions. It must be checked by the Organising Committee each morning before competitions.

All junctions must be appropriately numbered, to allow for easy identification by the technical staff, teams, medial crew and event officials.

#### **Kilometre signposting**

It can be done using panels or banners.

#### **Signposting of dangerous points**

The installation of specific warning panels at each dangerous point is obligatory (level crossing, island, narrowing, tight bend,). These panels must be installed 100m before the danger and at the dangerous point.

#### **Sponsors signage on the circuit**

Banners which may be blown over by the wind must be anchored down on the entire circuit and must be installed more than 50 cm from the edge of the road. All barriers with advertising banners or those that may be blown down by the wind must be anchored down or be wind-resistant barriers.

## **4 START/FINISH AREA**

### **4.1 General points**

The choice of venue will be based on the following criteria:

- Sporting interest
- Access
- Area available to install infrastructure: Timekeeper stands, photo finish, announcer, podium, car parking, TV Technical etc

### **4.2 Access to the start/finish area**

Access and evacuation of the start/finish area must be possible for accredited vehicles, even during competitions. The visibility and coherence of access signposting to the venue is vital. This signposting must be clearly visible and displayed at least from the entrance into the town. It is important all vehicles know exactly where they must be located prior to the start of the event. Differentiate between forward vehicles area and rear vehicles area.

### **4.3 Finish area**

The finish area must not have any obstacles before or after the line (dangerous bend, narrowing, roundabout, speed bump, etc.).

The road surface must be in an excellent state. For the Road Race the finish straight must be at least 250m long with a constant width of 6m Minimum.

The deviation point for vehicles that are not permitted to cross the finish line must be located more than 200 metres before the finish line. From this deviation point, the route that leads to the teams' car park must be secured and signposted.

In the event that a finish arch or finish banner is used, it must be at a height suitable to allow vehicles to safely pass under even with spare bikes mounted on the roof, the finish line should be a black stripe with a thickness of 4cm, in the middle of a white stripe with an overall width of 72 cm, i.e. 34 cm each side of the black line.

A lap board, bell and Chequered flag must be available to the Chief Judge.

An Elevated sheltered area for Time Keepers to operate and Timing equipment with floor height of at least 1.5 metres and 15 sq. metres in area with shelter from the elements.

### **4.4 Timing**

The timing service provider used by the Organising Committee must install and operate the entire timing system: the transponders, display, rankings. The service must be compliant with the UCI rules and be of the highest possible standard.

For the Time Trial the following items are required-

- A shelter shall be provided for timekeepers – start and finish.
- A paper printout stop watch for Chief Timekeeper must be used
- A separate set of timesheets for Assistant Timekeeper who stands on opposite side of the road from Chief Timekeeper
- A Recorder who records the order of passing riders and times as called by the Chief Timekeeper
- A Caller who stands 100 metres before the finish line and calls out and records the numbers and order of the passing riders
- A Finish Recorder located just past the finish line who records the order in which riders finish the race
- A Start Recorder located 10 metres from the start line who notes the number and time of each rider leaving the start
- Commissaire/Time keeper at the turn/mid-point to note all riders passing and the times passing this point.
- It is preferable to use Chip Timing for all the Time Trials.

### **4.5 Awards ceremony area**

The podium must be positioned:

- Close to the finish line
- In a big area with public access
- If possible, riders must be positioned facing the sun on the podium (or have extra lighting) and be visible from each side of the podium.

Decoration of podium:

- Numbering of the 3 steps of the podium (2/1/3)
- Flowers may be presented
- A person should be appointed responsible for ceremony protocol who is briefed for a smooth ceremony with paperwork for medal winners and dignitary's names listed for the Master of Ceremonies (MC).

The Prize Presentation must take place as soon as possible after the finish and a Cycling Ireland Representative to provide jerseys and presentation medals.

Prize money will not be issued for any of the events.

## **4.6 Measures for Time-Trial races**

**For Individual Time-Trial races, the following structures must be installed:**

- Start ramp for Time-Trial races, the start ramp comprises a covered platform, approximately 80cm to 1m above the ground, of sufficient size to accommodate the starting rider and bike, as well as a person to hold the rider up and a commissaire. An inclined ramp must be long enough such that the change of gradient when the rider reached the road is not a problem. The ramp and the starting platform shall be covered with antiskid coating to avoid any risk of falling should it be raining.
- Consideration must also be given with the Start Ramp for Hand bikes and Tandems
- Suitable Warm-up area
- A sheltered area for the bike measuring jig and Technical Commissaire to work with chairs for the riders to sit and wait for their start
- Sound system
- Hot Seat arrangement at the finish

## **4.7 Barriers**

From 150m before and until + 50m after the finish line, barriers must be fitted on both sides of the road.

## **4.8 Pedestrian crossings**

Two pedestrian crossings – public and all those with accreditations – will be installed at the finish line:

- The first at least 150 metres before the finish line,
- The second at least 50 metres after the finish line.

There must be strict supervision of the movement of people at these points. Access must be closed with barriers or rope when the riders pass.

A pedestrian crossing must also be installed at the finish line. This crossing must be strictly supervised and only those people with access to the finish line will be allowed to use it.

## **4.9 Photographers Line**

A Photographers line must be installed after the finish line in consultation with the Commissaire President for the event – this line should be positioned with reference to UCI Regulations. Organiser must allocate at least one marshal to ensure photographers stay behind the line.



## 5 RACE HEADQUARTERS

### **5.1 Meeting rooms: Sign-on**

Two meeting rooms must be provided at the race headquarters:

- 1 room for the technical meeting (50 people) with chairs, screen, video projector and a tabletop.
- 1 room for the license check with 4 tables (2 x licence check, 1 x number collection & 1 x team manager sign on) and 8 chairs for the confirmation of starters

### **5.2 Toilets, Changing and Shower facilities**

- Separate toilets, disabled toilets, changing rooms and showers for men and women.
- Adequate number of toilets, changing rooms and showers

## 6 PARACYCLING

The following paracycling divisions will take place during the Time Trial:

- Para B Tandem TT Factored
- Para C Division TT Factored
- Para H Division TT Factored

Suitable provisions must be available to all participants during the event. This includes, but is not limited to disability access, para-friendly podium and the elimination of steep inclines.

## 7 ANTI-DOPING PREMISES

The location and organisation of this room must be in line with the anti-doping rules in force when the event takes place.

The anti-doping control must be two rooms and a toilet reserved. A plentiful supply of sealed bottled water must be available.

## 8 RESULTS ROOM & PRESS CENTRE

The Results Room & Press Centre must be located as close as possible to the finish line.

An office must be provided for the Commissaire Panel and the Results Team.

### **For all Commissaires Panel & Results Room:**

- Rooms must have doors that can be locked
- Waste paper bins
- Extra electrical sockets in addition to those at the workstations
- Printing and Copying Facilities
- A Technician from the Organising Committee must be available quickly for any problems with telephone communications, electricity and photocopier
- Tea and Coffee – provided while working

### **For Press & Photographers Room**

- Rooms must have doors that can be locked.
- 6 workstations (table size minimum 1.20m x 0.70m and chair)
- Electrical connection for each workstation
- Wifi or 4G connections for sending media

## **9 SUPPORT SERVICES**

### **9.1 Energy**

Electrical distribution must be provided at all facilities including start and finish.

### **9.2 IT facilities**

Wi-Fi or 4G access:

- at the start/finish area and on the circuit
- for all offices
- for the press room, radio/TV grandstand

### **9.3 Sound system**

All of the start/finish areas must have a high-quality sound system.

The location of the sound system must be carefully chosen so that it does not interfere with the work of the media (radio/TV grandstand, mixed zone and flash interview in awards ceremony area).

### **9.4 Signposting**

Signposting with arrows must be visible by all at the start/finish area (race headquarters, press centre, VIP area, technical area, parking, grandstands.).

### **9.5 Toilets**

There must be enough toilets accessible from all areas.

### **9.6 Waste removal - cleanliness**

All venues must be cleaned thoroughly every day before opening to the public. A response team must be able to respond at the venue at any time.

## **10 TRANSPORT & OFFICIAL VEHICLES**

The Organising Committee provide official vehicles.

<b>Vehicle</b>	<b>TT</b>	<b>Snr Men</b>	<b>Snr Women</b>	<b>Jnr Men</b>	<b>Jnr Women</b>
Lead cars	2	3	2	2	2
Commissaires Cars c/w sunroof	2	3	3	2	2
Commissaires moto's – may provide their own	2	3	2	2	1
Blackboard moto c/w passenger		1	1	1	1
Radio Tour Operator		1	1	1	1
Doctors Car	1	1	1	1	1
Neutral Service	2	3	2	2	2
Broom Wagon		1	1	1	1

Signage should be provided for each vehicle to help with identification.

The Organising Committee will also need to provide different coloured car cavalcade numbers for each race based on the number of entries.

Note – these vehicle numbers are a minimum and should be reviewed along with the Commissaire President based on entry numbers.

## **11 MEDICAL SERVICES**

The Organising Committee must provide a high-quality medical service, providing optimal treatment for any riders, officials, team members, organisation staff or other accredited persons who are victims of an accident or illness. The medical service should be in operation at least one hour before the start of the event and until one hour after the finish. It is impossible to define rules to apply in all cases.

High-quality medical assistance includes professional medical assistance, the support of voluntary paramedics is possible.

First-aid personnel on duty and with an ambulance/Medical Estate, a minimum of 2 ambulances/Medical Estates should be in attendance, at least one following the race, the other can be on standby on the circuit. Nearest hospital and quickest routes should be identified.

Doctor/Paramedic should be in attendance.

Medical assistance to competitors during the race

- On the ground
- If needed transport to hospital

The Organising Committee must provide teams, commissaires and the race headquarters with addresses, access plans, office opening hours (medical surgeries, hospitals etc) and useful telephone numbers.

## **12 CYCLING IRELAND SUPPORT**

Cycling Ireland will provide PR/Marketing to the event, as outlined below:

- Written race preview and report for each race.
- Live social media updates throughout each race day from venue – including video and photos.
- Video reactions before and after each race, published on social media.
- Audio sent to local radio stations.
- Support for club PROs to ensure coordination.
- All club promotion of races should reference/use the hashtag #CINC2024, as well as a race specific hashtag of their choosing.

Cycling Ireland will also send a branding team on the day to brand the event in line with Cycling Ireland Branding Guidelines.

As a requirement it is essential, Cycling Ireland Technical Consultant and Events Officer must receive a full set of race results for each race as soon as possible after the completion of each event.