

Cycling Alberta Race Organizers Guide



Updated July 7, 2026

This guide was made possible through the efforts of many dedicated staff and volunteers. This guide has existed in varying forms for many years and has been adapted from many different sources and then applied to Alberta's specific needs. It has been created with and augmented by material from the Ontario Cycling Association, Bicycle Nova Scotia, Cycling BC, Cycling Canada (CC) and Union Cyclist Internationale (UCI) texts. The CA is grateful to these organizations for their help in producing this guide.

References:

- UCI Safety Guide for Organizers
- UCI Practical Guide for Organizing Mountain Bike Events
- CYCLING CANADA Companion Guide
- Bicycle Nova Scotia Mountain Bike Organizers Guide
- Ontario Race Organizers Guide

Feel free to copy and use this document as long as reference is made to the source.

11759 Groat Road
Edmonton, Alberta
T5M 3K6
Tel. 780.427.6352
Fax 780.427.6438
1.877.646. BIKE (2453)

Copyright, 2008, Cycling Alberta

Table of Contents

Forward	5
1. The Who's and the What's	7
1.1 Cycling Alberta (CA).....	7
1.2 Racing Committee	7
1.3 CC Cycling Regulations	7
1.4 CA Technical Delegate (TD).....	7
1.5 Race Commissaires.....	8
1.6 The Race Organizer	8
1.7 Sanctions	9
1.8 Insurance	9
1.8.1 Club Member Insurance	9
1.8.2 Event Insurance.....	9
2. Steps and Decisions	10
2.1 Calendar Date	11
2.2 Obtaining Permission	11
2.3 Unlicensed Rider Participation/Commercial Event Insurance.....	11
2.4 First Aid and the Emergency Action Plan (EAP)	12
2.4 Race Registration	13
2.5 The Technical Guide	13
2.6 Trailer and Radios	14
3. Important Considerations and Regulations.....	14
3.1Expenses.....	14
3.2 Maximum Entry Fees.....	15
3.3 Timing and Results	15
3.4. Prize policy/Distribution.....	16
3.5 Number of racers/depth of prize-giving.....	16
3.6 Prize Equity	16
3.7 Elite Category Prizes.....	16
4. Disclaimer of Virtual/Strava Races.....	17

4.1 Disclaimer	17
5. Particular Aspects of Road Races	17
5.1 Feed Zones	17
5.2 The Race Caravan	18
5.3 Communication	18
5.4 Road Categories	18
5.5 Time Trial Categories	20
5.6 Time Trial Requirements	20
5.7 Considerations for Criterium	21
6. Particular Aspects of Mountain Bike Races	22
6.1 Guidelines for Combining Categories	22
6.2 Suggested Race Start Order	22
6.3 Course Requirements	23
6.3.1 Course Marking	23
6.3.2 Considerations for Marathon	24
6.3.3 Considerations for Short Track Races	25
6.3.4 Considerations for Cross Country	25
6.3.5 Mountain Bike Categories	26
6.3.7 Considerations for Cross-Country Eliminator	27
6.3.8 Considerations for Downhill	27
6.3.9 Considerations for Enduro	30
7. Particular Aspects of Track Races	30
7.1 Track Categories	31
8. Particular Aspects of Cyclocross Races	31
8.1 Cyclocross Categories (non-Championship)	31
8.2 Race Length	31
Category	31
Race Duration	31
Open Men	31
60 minutes	31
Open Women	31
min 40 minutes	31

Expert Men	31
50 minutes.....	31
Sport Men.....	31
35 minutes.....	31
Novice Men	31
40 minutes.....	31
Sport Women	31
35 minutes.....	31
8.3 Category Combinations	31
8.4 Equipment	32
9. Provincial Championship Policy	32
9.1 Provincial Championship Medals.....	32
9.2 Provincial Championship Jerseys	32
9.3 Eligibility	32
9.4 Provincial Mountain Bike Championships	32
9.5 Provincial Cyclocross Championships.....	33
9.6 Open Provincial Championship Road Race.....	33
9.7 Masters' Provincial Championship Road Race, Individual Time Trial.....	33
9.8 Youth Provincial Championship Road Race, Criterium, Individual Time Trial, Track Meet	34
9.9 Open Provincial Championship Criterium	34
9.10 Open Provincial Championship Hill Climb	34
9.11 Open Provincial Track Championships	34
10. Appendix 1: Forms	36
10.1 Race Organizer's Checklist.....	36
10.3 Sanction Application.....	37
11. Appendix 2: Contacts	39
11.1 Municipality Contacts.....	39
11.2 Race Supplies Contacts.....	39

Forward

Welcome to our race organizer's guide. We hope you find the information here relevant and useful.

The purpose of this guide is to help anyone who would like to run a bike race, whether you are a first-time organizer or have been organizing races for years. Below are some important steps, regulations and general “how to” that will help you from start to finish. Please take the time to look at the guide carefully, the first half is meant for all disciplines, while the second half breaks the regulations down by discipline.

Please keep in mind that this guide is by no means the final word on organizing a race. It should be used in conjunction with the most recent edition of the [Cycling Canada's Regulations](#).

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

James Kendal

Executive Director
Road, MTB, CX, Gravel, Para Inclusive
+ Development

Tyla Thomsen

Executive Director
BMX, Track, Para Inclusive
+ Administration

1. The Who's and the What's

1.1 Cycling Alberta (CA)

The CA is the provincial branch of Cycling Canada (CC). The mission of the CA is to act as the organizing body promoting all aspects of cycling in Alberta. The CA is a not-for-profit association run by volunteers and paid staff. Membership fees, fund-raising and provincial government support provide the financial basis for CA activities.

The CA maintains a website <http://www.albertabicycle.ab.ca> containing race information and results, forms, advertisements, and information on the various sectors of the association. The CA also communicates electronically with its membership through email updates and these updates provide timely information on races and other events, in addition to other news items.

1.2 Racing Committee

The racing committee (RC) is made up of 5 members who are voted in at the Annual General Meeting for 1- or 2-year terms. The RC deals with all racing concerns. Issues considered by the committee include event sanctioning, rider upgrade requests, provincial team programs and racing policy. The RC meets approximately four times a year to deal with a variety of objectives and tasks.

1.3 CC Cycling Regulations

The CA is obliged to abide by rules set out in CC Regulations, which are adapted from UCI regulations. The regulations include licensing guidelines, event descriptions, equipment requirements, and competition formats. It is the responsibility of both riders and organizers to be familiar with the rules.

The regulations are published on the CA's web site.

<http://www.albertabicycle.ab.ca/regulations>

The original regulations are available from the UCI.

<http://www.uci.org>

It is important for organizers to know and understand the rules and requirements of racing; it is recommended that organizers take an officiating course before organizing an event.

1.4 CA Technical Delegate (TD)

The CA normally assigns one staff member to each sanctioned race to serve as TD. Expenses of the TD are covered by the CA. In the event that an CA staff member is not available the CA will assign a Commissaire to fill the role of TD/Race Secretary.

Responsibilities of the TD include, but are not limited to:

- Ensuring the correct race number is recorded.
- Ensuring racers are in the correct categories.
- Confirming riders without licenses purchase a Single Event License (SEL) in applicable events that allow for SELs.
- Ensuring results are forwarded to media channels.
- Reviewing and assessing risk mitigation
- Liaising and supporting clubs and race organizers.

1.5 Race Commissaires

Officials in the sport of cycling are referred to as *Commissaires*. It is the responsibility of the Commissaries to enforce the regulations and ensure a fair event for the competitors. The CA assigns officials to provincially sanctioned events and pays the daily honorarium of each assigned Commissaire, Commissaire honoraria is paid out of the rider levies collected from events. The CA, in conjunction with the Provincial Chief Commissaire, assigns officials to races. One Commissaire will be designated the Event Chief, who along with the TD will be responsible for reviewing the Technical Guide (more on this to follow) to ensure all the requirements for a Provincial Sanction have been met.

Prior to race day, the TD, Chief Commissaire, and organizer should have resolved the following issues:

- How to coordinate results compilation and posting
- Number of volunteers required by the Commissaires
- Course safety concerns

Race Commissaires will be responsible for starting each race and giving specific pre-race instructions to each category (race distance, number of laps, etc.).

The costs of procuring race officials for an event are:

- **Transportation:** \$0.55 per km
- **Meals:** \$36 per day (\$10 breakfast, \$15 lunch, \$25 dinner), or organizer may provide meals.
- **Accommodation:** The Race Organizer is responsible for compensating for accommodation for traveling Commissaires.

Honorarium: The CA pays all Commissaire honoraria.

Organizers of sanctioned events must pay the expenses of all commissaries officiating at their event. The CA will include all expenses paid to Commissaires on the post-race invoice.

To help reduce costs, organizers may choose to billet the Commissaire(s) and/or provide him/her with food. Every effort will be made to assign officials who reside close to the event site to reduce transportation and accommodation costs.

1.6 The Race Organizer

The key role of the race organizer is to provide leadership to those working with him/her. Areas of knowledge and duties for the Race Organizer include:

- Understanding the Regulations
- Applying for and secure an CA organizer's license
 - All organizers must obtain a Cycling Alberta Organizer's License in order to organize Cycling Alberta Sanctioned Events. There are **NO EXCEPTIONS**. Licensing can be done online through CCN Bikes at a cost of \$65+GST. You can find the membership registration link on our website <https://www.albertabicycle.ab.ca/> When you register please make sure to click on "Event Organizer" under technical categories
- Applying for and secure a provincial sanction and insurance
- Promoting the event
- Securing written permission from local authorities
- Course preparation and safety
- Providing qualified medical personnel for first-aid stations and fulfill all criteria on the EAP
- Supplying all marshals / volunteers
- Working with chief event Commissaire to help him/her fulfill their mandate and paying Commissaire expenses as agreed
- Coordinating registration with the CA
- Briefing the event chief Commissaire regarding:
 - Course hazards

- Location of feed zone, first-aid location/radios and marshals
 - Race schedule for the day
- Providing a copy of the results to the Technical Delegate and the CA
- Course clean-up after the event
- Providing paperwork to the CA office within 48 hours of the event
- Purchasing medals from the CA if hosting an CA Championship event

1.7 Sanctions

After deciding to sanction with the CA, one of the next decisions you will have to make is what level of sanctioning you want/need. A sanction is official permission given to an organizer to hold an event by the CA. The sanction recognizes the organizer and protects them under the CA insurance policy.

CA race sanctions include Provincial, Club, Gran Fondo and Recreation, definitions of the different sanctions can be found on the CA [website](#).

The CA will attempt to avoid conflicts with other sanctioned events of a similar nature on the provincial calendar.

An CA sanction will allow UCI/CYCLING CANADA/Citizen license (Provincial Race License) holders to register for that event. Licensed riders from outside Canada may require permission of the Federation issuing the license, and/or the CYCLING CANADA, to compete in an Alberta event.

A sanction can be withdrawn or modified if the sanction-holder does not respect the conditions under which the sanction was granted.

National sanctions are granted by the CYCLING CANADA with approval from the provincial association. All national events must be insured through the provincial association in which they are held. Information about bidding for a nationally sanctioned event may be obtained from the CA office.

1.8 Insurance

Event participants, in addition to other organizations such as the police, facility/road managers, need to be aware that a race is sanctioned and insured by the CA through our national insurance program. This is demonstrated by including the CA logo on the race flyers, registration and advertising. Current details of insurance are found [online](#).

1.8.1 Club Member Insurance

Insurance is part of each individual membership to an CA affiliated club. All clubs and race organizers wishing to insure members (licensed or unlicensed) must affiliate with the CA. Each club is responsible for paying a premium to the CA for every club member. Membership includes sport accident (extra medical/dental) and third-party liability insurance. Insurance is valid from the time a club affiliates, until December 31 of the same year. This insurance coverage enables clubs to offer rides and races (club and licensed), social and educational activities, and meetings from the time they register to December 31 of the same year. Sporting activities other than cycling are not covered under CA insurance.

1.8.2 Event Insurance

Races sanctioned by Cycling Alberta may be divided into three categories: **Club Races**, **Licensed AB Cup Races** and **Commercial Events** that have non-member participants (such as Gravel Events and Gran Fondos)

Club Training Races: These races are often contested on weekday evenings and are open to all Community Members of CA-affiliated clubs, *and* UCI license-holders.

- Require the submission of an CA Race Sanction Application Form (EOI), sanction forms [can be found here](#).
- \$50 calendar fee of any races listed on the CA midweek [calendar](#).
- Compliance with the conditions set forth under terms of the sanction.
- Require that all participating riders be members of your affiliated club, or holders of a UCI license.
- Organizers must adhere to CC/UCI regulations at club races.
- Intended to provide new riders with an introduction to the sport of cycling, and training opportunities for experienced riders
- At least one commissaire must be present at the training race
- Club races that are part of series, have podiums and timed results would not qualify for sport accident coverage for members at a community / general level.

Licensed Races: These races are often a part of the Provincial Series, contested on weekends, and are open to all members of CA-affiliated clubs, *and* UCI license-holders. Cyclo-cross and MTB XCO, XCC, XCM and Enduro events are open to the general public who purchase a single event license (SEL) through the organizer, participants racing on a SEL are not personally covered by Sport Accident Insurance. An SEL provides the organizer with \$5 million in general liability insurance.

- Require the submission of an Expression of Interest Form, CA Race Sanction Application Form, Emergency Action Plan and \$200 deposit or credit card guarantee.
- Compliance with the conditions set forth under terms of the sanction.
- Require that all participating riders be members of an CA affiliated club, or holders of a UCI license; certain exceptions are made for races offering single event licenses
- May offer participating racers opportunities to compete for Alberta Cup and upgrading points
- Will be assigned a TD/ Race Secretary and Commissaire(s)
- CA Clubs organizing events (for club/licensed members) who request an insurance certificate will be charged \$25

Commercial Event Insurance must be purchased for events open to unaffiliated (CA) participants. Cost is \$5.50 per non-member and will be added to the event invoice. Commercial event insurance can apply to **Gravel and Gran Fondos**. Participants who are not members of the CA are not covered by **Sport Accident Insurance**.

- Require the submission of an Expression of Interest Form, CA Race Sanction Application Form, Emergency Action Plan and \$200 deposit or credit card guarantee.
- Compliance with the conditions set forth under terms of the sanction.
- Organizers must ensure that applicable race registration forms clarify members (those with racing licenses) and non-racing members (Community Members or those without a racing license).
- Gravel, MTB Marathons, Enduros will be assigned a Commissaire(s)
- \$5 Rider Levies are assessed for Commercial Events*¹
- CA Clubs organizing events (for club/licensed members) who request a commercial insurance certificate will be charged \$50

2. Steps and Decisions

Below are the steps you will need to take in order to have your event Sanctioned by the CA. Appendix 1 has a checklist that should help to make sure you have everything set before race day.

¹ A **rider levy** is a per-participant fee collected through sanctioned events. It contributes to the structural infrastructure required to operate a recognized, provincially governed cycling system in Alberta. Levies are not simply administrative charges; they fund the organizational framework that supports sanctioned competition, athlete development, compliance, administration and provincial representation.

2.1 Calendar Date

In September and October (subject to change) of the previous year, Expression of Interest (EOI) forms are circulated and posted [online](#) for Race Organizers with a submission deadline of October 31st. Organizers are asked to fill this in, which includes preferred dates. The Sport Coordinator(s) will build a calendar based on the received EOI's. The calendar will then be presented at the Race Organizers conference*, where any conflicting dates can be discussed and worked out.

After the conference the calendar will be released and posted online. Organizers are still able to submit EOI's, however only open dates will be available and there are no further opportunities to work out date conflicts.

**All organizers are asked to attend the Race Organizers conference as important issues and best practices are discussed and it is a great way for organizers to provide feedback to the CA.*

2.2 Obtaining Permission

It is **mandatory** that organizers obtain written permission from the local authorities. These authorities may include landowners, property managers, Municipal Districts, or other government agencies managing the land and/or roadways upon which an event is planned. Obtaining permission to use facilities and roadways may require a fair amount of time and effort. Permission must be presented with the sanction form to the CA office at least four weeks prior to the event.

Local roads are the jurisdiction of the village, city or town. Regional and County roads are the jurisdiction of the municipality or county. Provincial highways are jurisdiction of the Province/regional office of the Ministry of Transport and Communication.

Organizers should have the following information before approaching local authorities:

- date, time and length of event
- proposed course map/outline
- basic insurance knowledge & insurance certificate
- directions to event
- security precautions, including Emergency Action Plan (EAP)
- includes access areas/routes for emergency vehicles
- access areas must not interfere with racing in progress

Course Safety

The organizer and the CA have two reasons for insisting on the safest race possible; they want to protect the riders and they want to protect themselves. If a serious accident occurs and there is evidence that the course was unsafe, the organizer will almost certainly be taken to court. In all probability, the landowner will refuse to give permission for any cycling event in the future.

2.3 Unlicensed Rider Participation/Commercial Event Insurance

As an organizer it is up to you to decide if you want to purchase Commercial Event Insurance. If your event meets the criteria below you may have the option to purchase Commercial Event Insurance in order to allow non-licensed riders to participate by purchasing a Single Event License (SEL).

Commercial Event Insurance is purchased by filling out the [Certificate of Insurance Request \(COI\)](#) is a cost of \$50 for commercial event insurance. Unlicensed rider participation insurance is \$5.50 per non-member. Organizers will be invoiced at the completion of their event by the CA.

The Single Event License:

- Disciplines offer SEL's: cross-country, downhill, individual time trial, hill climb, track (timed events) & cyclo-cross. Riders purchasing a SEL are restricted to specific Categories.²
- Not available for any mass start road event or track endurance
- Unlicensed riders can purchase their SEL for \$20³
- Maximum of three SEL's can be purchased by any one individual per year
- Participants can only complete in the lowest ability category, with the exception of Mountain Bike XC
- All sanctioned event standards and regulations apply.
- Athletes participating with a SEL are not open to contest a podium in a Provincial Championship or receive a provincial medal or jersey.

2.4 First Aid and the Emergency Action Plan (EAP)

Proper first aid and an Emergency Action Plan are essential parts of putting on an event and CA must have a copy of your Plan on record. Though accidents, both minor and serious, are an inevitable part of bicycle racing, as an organizer, you must be properly prepared for a medical emergency. The provision of proper medical care is a mandatory step towards receiving a provincial sanction. Proper medical coverage requires time and effort to organize.

The EAP is due two weeks prior to the event.

The **Medical Response** policy can be found at:

<http://www.albertabicycle.ab.ca/uploads/files/Documents/policies/Medical%20Support%20Policy%20Feb%202021.pdf>

The **EAP** can be found on the CA website: <http://www.albertabicycle.ab.ca/downloadable-forms-race-organizers>

EAP Coordinator: On the EAP form, an EAP Coordinator must be named. It is this person's responsibility to oversee all medical personnel. First Aid provisions must be available at the start/finish line area during the event. **This person should not be the chief organizer of the event. Races will not be started until First Aid is present at the course and identified to the Technical Delegate.**

Planning: You will need to have a map of the course, including the best access areas for vehicles to get close to accident scenes. Make sure these points do not interfere with racing in progress.

Communication: The first aid team should have one communication liaison. This person need not be the EAP Coordinator and should be at the start/finish area to be able to communicate with other medical services and the Event Organizer. Radios and or cellular phones should be assigned to each team.

Personnel: The teams on the race day should consist of two to three person groups with the appropriate training and equipment. Depending on the event size and the response time, more teams can be added. The start/finish area team should consist of the communication liaison, first aid personnel and any other medical services that are available at the race.

Equipment: First aid kits should be distributed to each team. The start/finish area should be a shelter with a water source and cot with a minimum of oxygen and minor wound management and major trauma management plus a self-serve ice source. The high point medical response team should have a basket stretcher, hard collars, straps, head support, oxygen and minor/major trauma management equipment. The roving medical teams should have minor/major management packs. If there are paramedics or doctors on the race scene, they should supply their own advanced life support equipment.

² Novice Men and Sport Women categories for Cyclocross.

³ If a participant purchases a race license subsequently after participating with a SEL, the cost of the SEL will be deducted from the license cost.

Reporting: An incident report must be filled out for any occurrences during your race to ensure that insurance claims will be processed. Incident Report form can be found at <http://www.albertabicycle.ab.ca/uploads/files/Documents/commissaire/Incident%20Report.pdf>⁴

2.4 Race Registration

Organizers can use any online registration software they choose, provided CA is not doing their electronic timing or compilation of start lists. If you have decided on CA as your official timers, you must use [Zone 4](#).

Having your registration well organized will help to ensure your race will start on time and ensure you have accurate results

- All Provincial Sanctioned races must have pre-registration, there is no race day registration allowed.
- A Commissaire or Technical Delegate must be present to check licenses.

Online Registration: Ensure that the following information is collected from the rider:

- Last Name
- First Name
- Gender
- Club/Team Name
- Email Address
- Current Year CA Body Number/Plate Number
- CA/UCI License Number
- Race Category
- Emergency Contact
- Waiver

If you have purchased Commercial Event Insurance for your event, you can choose to include the fee for the single event license during registration, the \$20.00 per license fee will be included on your invoice from the CA.

ONLINE REGISTRATION must close within two business days of the event, or Wednesdays at 23:59 if the first event follows on the Saturday. This allows for adequate time to compile start lists and number assignments. Should your event fall on a holiday, or long weekend, the same policy applies with the Wednesday deadline. Any late registration requests must be directed to the CA technical delegate or Race Secretary assigned to the event.

2.5 The Technical Guide

Once you have decided on the date, location, insurance etc. you can put together your events Technical Guide. Event organizers are obliged to provide a Technical Guide for their event. The purpose of this guide is to provide officials, racers, and team staff detailed information on the event.

The Technical Guide is due to the CA six weeks prior to the event.

The technical guide should include:

- Registration information
- License information
- Sign-on information

⁴ Sport Accident forms must be delivered to the ABA Technical Delegate or (hard copy or scanned copy via email) within 24 hours of event completion.

- Race schedule and applicable categories being offered
- Location of course
- A detailed course map, with start/finish/prime and feed zone locations, and accurate distances
- Information on accessing the feed zone
- Information on primes
- Provincial Team Selection Information (if part of a selection race)
- Preliminary prize information (cash/merchandise, breakdown by category)
- Contact information
- Directions to event or Google Map coordinates.
- Anti-Doping Statement

It is the role of the assigned Chief Commissaire with assistance from the Sport/Event coordinator to check over the Technical Guide and recommend any necessary alterations.

2.6 Trailer and Radios

The CA has a trailer available for organizers in Calgary and Edmonton. Trailer contents include;

- Chairs
- Tables
- Stakes
- Generator & Jerry Can
- Race Signs
- Marshalling vests
- Pylons
- Brooms
- Shovels
- Rakes
- 10x10 Pop Up Tent

Radios and printers are available but are not to be stored in the trailer. Any organizer has the option to rent the trailer or any part of it for \$60.00/day. It is up to the organizer to arrange the pickup and drop-off of keys, radios and access to the trailer storage area. All organizers must refill the jerry can available with any used gasoline. Organizers are responsible for completing the provided inventory lists upon pick up and drop off the Race Trailer as well sending before and after pictures of the trailer to James (Edmonton) or James (South Alberta). **Please leave the trailer in the same condition you would like to find it in.**

3. Important Considerations and Regulations

3.1 Expenses

It is important to plan a budget for your event to ensure financial goals are met. Below is a list of CA fees:

Race Deposit: \$200 (or credit card guarantee)

- **1-Day Race Rider Levy: \$5/ rider⁵**
- **2 Event Stage Race Rider Levy: \$9/ rider, 3 or more events will have an additional \$4 levy per rider.**
- **Trailer & Radio Rental: \$60 /day**
- **Zone 4 Timing Rentals \$250**
- **Provincial Championship Medal Fee (All Disciplines): \$6.00 per medal awarded**
- **Request for Insurance Certificate Naming Additional Insured: \$50**

⁵ Applies to all events (Road, Track, MTB (XCO, XCC, XCM, Enduro), Cyclocross and Gravel)

- **Request for a Commercial Event Insurance Certificate:** The amount for Commercial Event Insurance is decided upon by the insurance broker (usually \$5.50/non-member)

The race deposit is due with the Expression of Interest form. Once levies have been assessed after your event, any outstanding fees are due 30 days after the date of the invoice. Any outstanding debts with the association must be paid before a race date is secured for the following year.

Other fees to keep in mind for your budget should include (but are not limited to): Promotion, Sound, Food and Water, Road/Land permits, Swag, Barricades, Police and/or Traffic Control, Fuel for Generators and Prize money.

3.2 Maximum Entry Fees

The CA does not impose a maximum race entry fee.

Organizers are strongly urged to offer reduced entry fees to riders of junior-age and younger and or citizen category.

3.3 Timing and Results

Accurate timing and placing of riders are an essential component of a well-run race.

Results should contain the following information:

Information about the race:

- Name of the Race
- Date
- Location/Event
- Signature of the Chief Commissaire

Information about the Riders:

- Category
- Placing or other status (DNS or DNF)
- Race Number
- First and Last Name
- Club or Team
- Time
- Time difference from the winner (optional)

Cat 1					
Place	Rider #	Last Name	First Name	Club/Team	Time
1	51	The Tiger	Tony	Frosted Flakes	0:51:15

The CA must receive official results within 48 hours of the event. Organizers must present a separate set of results for all categories, even if categories were combined during the event.

The best method to handle registration/results is to start by creating one sheet per category for use in race starts and results compilations. Duplicate registration lists should be made. One copy goes to the Commissaire for race starts. The other copy goes to the results volunteers after registration has been closed.

The best way to calculate total time is to record the finish time and later subtract the start time. Organizers should include names or logos of race sponsors on the official results. Legibility and accuracy of the results reflect positively on the organizer.

Organizers are responsible for all timing. The CA can provide a list of timing team contractors for events where electronic timing is required. The cost of the CA timing team is \$250.00/day including expenses; this fee will be included on your invoice from the CA. *Renting the CA Zone 4 system is \$225 per day, each lost chip is \$75*

MTB-XC, Road and Cyclocross organizers have 3 options as it relates to Timing.

1-You can hire Zone 4 to do the timing for you.

2-You can rent the Zone 4 timing system from the CA office if you have someone trained in how to use it, or you hire someone that knows how to use the system. **We currently have a short list of people who can run the timing system.**

3-You can use timing results provided by the commissaires.

4- All road events must use photo-finish services contracted through the CA. The finish line camera is \$225 per day and includes chip rentals for timing.

It's in the best interest of the organizer to include names or logos of race sponsors on the official results. Legibility and accuracy of the results reflect positively on the organizer.

3.4. Prize policy/Distribution

While it is recognized cash and merchandise available for prizes will depend on a number of factors, organizers are required to adhere to the following policies. Under CYCLING CANADA regulations, organizers are obliged to post a prize list prior to the event for all racers to view. This should avoid confusion and questions at the conclusion of the event. If you are providing merchandise please ensure that it is category specific, i.e. gloves, jerseys etc.

3.5 Number of racers/depth of prize-giving

<u>Number of racers</u>	<u>Depth of prize-giving</u>
4 or fewer*	(at least) 2 places*
5 – 15	(at least) 3 places,
16 – 25	(at least) 3 places, recommended to 8
26 – 50	(at least) 3 places, recommended to 8
50+	(at least) 3 places, recommended to 8

*Provincial Championships excluded; medals awarded to first three finishers regardless of number of entries.

3.6 Prize Equity

Prizes awarded to male and female riders in congruent categories should be of equal value for equal placing. The depth of prize giving, however, should reflect the table above.

3.7 Elite Category Prizes

Race organizers may present medals, or similar symbolic prizes, to racers in all categories other than Elite or Open. This policy applies to the following categories:

Mountain Bike: Elite Men, Elite Women

Road: Women Category 1/2/3 Men Category 1-2

Track: Open Women/Women A, Open Men/Category 1-2

Cyclo-cross: Open / Elite Men, Open / Elite Women

*Provincial Championships excluded; medals awarded to first three finishers regardless of number of entries.

4. Disclaimer of Virtual/Strava Races

4.1 Disclaimer

Virtual/Strava races have been a great way for riders to continue racing and to maintain their form. The CA encourages all organizers to advise all participants the disclaimer below:

Anyone participating in Virtual/Strava races is participating at their own risk. All participants must abide by all provincial health guidelines, regulations and traffic laws. Participants must take into consideration weather conditions and only ride during hours of daylight.

5. Particular Aspects of Road Races

5.1 Feed Zones * Adopted from the UCI guide.

When planning the location of a feed zone, it is best to first consult the UCI Regulations for the current rules regarding race feeding. There are several rules addressing feed zones for the different disciplines. As a general point of safety and sporting consideration the feed zone should be on a wide slightly uphill section of the course. A feed zone on a sharp curve or a single track turn is not the easiest for riders to feed. The UCI mountain bike design course suggests a left hand curve for mountain bike feed zones. This is so support can be on the right hand side.

Feeding, or the handing out of bottles and food, is done from the **right** side of the road in provincial races.

Some things to keep in mind when locating a feed zone include:

- adequate sight lines
- speed of riders (false-flat sections are best)
- available parking for team staff
- easy access for team staff (limited driving from the start/finish area)
- adequate space for numerous feeders
- tactical/strategic aspects (e.g. a prime hill is a bad location)

The location(s) of the feed zone(s) shall be identified in the race Technical Guide, along with instructions for team personnel on accessing the zone. The zone itself should be identified by signs indicating "feed zone start" and "feed zone end".

The organizer sets up areas such as feed zones on the course in strategic places. These are vulnerable areas in terms of safety as riders get their lunch bags in the presence of a larger number of people. These areas should be protected by barriers, posts or ropes before and after the line. It is advisable that only marshals or volunteers are present in these areas. The organizer must pay attention to the choice of the feed zone and should preferably locate it outside a populated area. The event and race administration will ensure that traffic moves in single-file in this area, depending on the width of the road. Ultimately, the event Chief Commissaire must approve the location of the feed zone(s).

5.2 The Race Caravan

Most road events in Alberta feature pared down versions of full caravans. Typically, a race caravan would be comprised of the following vehicles:

Ahead of the riders: Lead vehicle (optional but recommended for safety)

Behind the riders: Commissaire vehicle and a neutral service vehicle

It is the organizer's responsibility to provide the Commissaire vehicle(s) and support vehicle(s).

Motorcycles may also be employed. As a bare minimum, there must at least be a Commissaire/follow vehicle. During the race, vehicles in the caravan must be identifiable.

Signs identifying the vehicle to the riders and other members of the caravan must be placed on each of the vehicles.

Drivers in the caravan should be instructed as follows:

- Keep close to the riders or the vehicle in front
- Keep a constant watch for riders making their way back to the peloton. They may come on either side, depending on the wind direction. Be considerate of all riders
- It is not permitted, not to mention extremely dangerous, to tow a dropped rider back to the bunch or to allow a rider to gain an advantage through drafting
- Official vehicles must stay to the right side of the road and all wheel changes or service for riders must take place on the right. Riders on the left side of the road must not be serviced there
- All caravan vehicles must be approved by the event chief Commissaire

5.3 Communication

A well-run race demands a good, reliable communication system. All vehicles in the race caravan should be able to communicate with each other. The Commissaires in the race should also be able to communicate with the start/finish area in order to inform the finish line judge and the spectators of the progress of the race.

Medical teams must be able to contact emergency ambulance services. Areas of radio dead space on the course should be identified prior to the race start and indicated on the course map.

5.4 Road Categories

<u>Categories by Ability</u>			
Category	Entry Level Ability Category	Maximum RR Distance	Maximum ITT Distance
Men Category 1-2		180 km	80 km
Men Category 3		140 km	40 km
Men Category 4		120 km	40 km
Women Cat 1/2/3		140 km	40 km
Women Cat 4		80 km	40 km
Citizen (Men and Women combined)		60km	40km

<u>Categories by Age Group</u>			
Category	Entry Level Ability Category	Maximum RR Distance	Maximum ITT Distance
U13 Men*/U13 Women*		40 km	15 km
U15 Men*/U15 Women*		60 km	15 km
U17 Men*/U17 Women*	Women Category 4	80 km	15 km
Junior Men**	Men Category 4	As per UCI	As per UCI
Junior Women**	Women Category 4	As Per UCI	As per UCI
U23 Men **		As Per UCI	As Per UCI
U23 Women*		As Per UCI Elite Women	As Per UCI Elite Women
Elite Men**	Men Category 4	As per UCI	As per UCI
Elite Women**	Men Category 4	As per UCI	As per UCI
Master Men 35-44*	Men Category 4	150 km	40 km
Master Men 45-54*	Men Category 4	120 km	40 km
Master Men 55-64*	Men Category 4	80 km	40 km
Master Men 65+	Men Category 4	50 km	40 km
Master Women 35-44*	Women Category 4	120 km	40 km
Master Women 45-54*	Women Category 4	120 km	40 km
Master Women 55-64*	Women Category 4	80 km	40 km
Master Women 65+	Women Category 4	50 km	40 km

Category **UCI Category

Ability categories

Upon licensing, riders will be placed in a provincial road category referred to as the Ability Category.

Provincial Ability Categories include Categories 1, 2, 3, 4, Citizen.

Entry-level categories or the category a rider will be placed in upon first-time purchase of a racing license are as follows: All Men Category 4 or All Women Category 4 or Combined Men and Women Citizen Category.

Women racers in Category 1/2/3 may either race as a single group or if the race organizer chooses may combine them with Men's Category 3.

Women's results will be extracted from the Men's; prizing, points and results will be separate for Men and Women.

Combining Ability Categories:

The following are acceptable combinations:

- Men's Category 1/2 and Men's Category 3
- Women Category 4 may not be combined with another men's category except U15 male.
- Women's category 1/2/3 may be combined with Cat 3 Men
- Men Category 4 may not be combined with another category.

Organizers wishing to combine Ability categories with Age-Group categories may offer the following:

- U19 men (option to combine with Cat 3 men)
- U19 female (option to combine with Cat 1/2/3 women)
- U17 men (option to combine with Cat 4 men)
- U17 female (option to combine with Cat 4 women)
- U15/U13 male / female (option to combine with Cat 4 women or Citizen)

When categories are combined, the distance requirement of the lower category shall be observed. Should ability categories be combined, Alberta Road Cup points and prizes shall be awarded without regard to a rider's Ability category, ARC points will be awarded without regard for ability category designation, however, prizes shall be awarded to riders in both categories.

Categories may not be combined in a Points Race format Criterium.

5.5 Time Trial Categories

Series points and prizes will be awarded to riders in the following categories:

U17 Men	U17 Women
Junior Women	Women Category 1/2/3
Men Category 1/2	Men Category 3
Paralympic Women	Master Women A, B, C, D
Junior Men	Master Men A, B, C, D
Women Category 4	Men Category 4
Paralympic Men	

5.6 Time Trial Requirements

Course Design

While roads do not have to be closed for these events it is important to consider the safety of riders. Traffic volume, road width, and right-of-way are important factors to consider. Depending on municipal, county, or Alberta Transportation requirements, volunteer marshals, flag-persons, or police will be required at intersections where the course does not have right-of-way and turnarounds. Roads should be paved without serious defects or obstacles (ex: speed bumps, potholes). Turnarounds, if any, should be in highly visible, open spots. Where possible the last 5, 4, 3, 2, 1 km should be marked.

Timing

As these events are rider vs. clock it is very important to have your timing be accurate. Photo finish is not required. The CA Timing Team is available to hire, or Commissaires can provide results.

Start Area

The start line should afford protection from the elements for race officials and riders. Space for riders to corral should be provided behind this. Riders will require a holder at the start; this should be the same person for all riders in the category to ensure fairness. The start area should ideally be off an open roadway.

Bike Check

The Chief Commissaire may decide to perform bike checks prior to the race. If done, it is recommended that riders be given access to the weigh station & measurement jig prior to race time. While not mandatory, this gives them the ability to fix any problems before race time, which may leave riders stressed & upset.

Finish Area

Commissaires & Timing Team must concentrate on riders finishing, so it is always helpful to have a volunteer at the finish who is responsible for crowd control (ensure finished riders stay off the road, don't impede traffic & spectators don't interfere with riders). Finish should be at least 100m offset from the start. If possible, the finish should be on a straight section of road with low traffic volume.

Results & Prizes

CA Prize policy applies, can be found [here](#)

5.7 Considerations for Criterium

- Roads must be closed for these events.
- The course distance must be between 800-3000m.
- The **finish line** should be at least 200m after the final corner and provide enough distance to ensure riders have enough time to sprint but safely make corners after.
- **Barriers** should be used to provide separation between riders and spectators at areas in which both spectators and crashes are anticipated. Also, barriers should be positioned prior to and after the finish line, offering a secure finish area and working environment for race officials.
- **Crash padding** should be positioned: On barriers and dangerous objects at corner exits; on dangerous or protruding objects at corner apexes; and on dangerous objects at places in which the course narrows or turns.
- Please consult the Technical Delegate or Chief Commissaire regarding the placement of barriers and padding.
- **Repair pits** are ideally located on the inside of the course, and visible from the finish line.
- Roads must be paved and without serious defects or obstacles (ex: speed bumps, potholes), and debris such as gravel, sand, and glass swept prior to the race. Hazards such as potholes and sewer grates must be identified and highlighted with biodegradable orange paint.
- **Parked cars:** Should any parked cars remain on course at the time of the event the Chief Commissaire will decide regarding whether the event will precede, and what mitigating measures may be put in effect.

Timing

At these events organizers are required to use a photo-finish camera integrated with an electronic timing system. The CA Timing Team is available to hire.

Results & Prizes

Organizers are encouraged to award category prizes throughout the event, rather than altogether at the conclusion of

racing. CA Prize policy applies.

6. Particular Aspects of Mountain Bike Races

6.1 Guidelines for Combining Categories

Less than five riders in a category: If there are less than five riders in a specific category, they may be combined with another category. The results of these riders should be listed separately but prizes can be combined with another category or categories.

If more than five riders and less than ten: are registered for the race, the organizer (on the advice or at the direction of the Chief Commissaire) may combine these riders with another category. Each should receive separate results and separate prizes.

Ten or more riders in a category: When ten or more riders show up at a start line, they are to be recognized as a separate category.

Combine categories with the same number of laps and optimum winning time.

Ideally, there should be a minimum of 20 riders per group. A recommended start order is listed on the following page. Remember that each heat should not interfere with another or cause congestion on the course.

6.2 Suggested Race Start Order

First Start 9:30am

Novice Men: 9:30
Citizen Men: 9:32
Citizen Women: 9:34
U15 Mixed Gender: 9:36
U11 and U13 Mixed Gender: 9:38

Second Start 11:00am

U17 Expert Male: 11:00
Sport Men: 11:02
U17 Expert Female: 11:04
Sport Women: 11:06
U17 Sport Male: 11:08
U17 Sport Female: 11:10

Third Start 1:00pm

Elite Men: 1:00pm
Expert Men: 1:02pm
Elite Women: 1:04pm
Expert Women: 1:06pm

*If numbers are not sufficient, the three starts can be combined into two.

*As of 2016, Sport Men and Women categories will now be required to have separate podiums, U17 Expert and Sport.

Whenever possible, organizers should limit the number of riders on course to 100 for an average size lap (30 minutes).

Mountain Bike Provincials must be run in accordance with National categories.

6.3 Course Requirements

6.3.1 Course Marking *Adopted from the Ontario Race Organizers Guide

Course markings should alert competitors to any potential hazards on the course. Be consistent with regards to course marking.

- Define the course in a manner to avoid external interference
- Ensure that riders can easily navigate the intended course
- Think from the rider's point-of-view
- Consider height or clearance requirements for a mounted rider
- Likely line of sight while riding
- Relative speed or reaction time of riders

Snow Fences

- Define the course dimensions in open areas
- Excellent for spectator control in high traffic areas such as the Start/Finish area and the feed zone
- Excellent for the protection of riders along steep embankments and other similar hazards (Fine mesh fencing is recommended for best safety) Barricades
- Define the course dimensions in open areas
- Excellent for spectator control in high traffic areas such as the Start Finish area and the feed zone
- Easily moved to accommodate the movement of vehicles
- Can be used to close off open trails and access roads
- Can be used to attach directional arrows in open areas or where posts cannot be driven into the ground to support signs

Directional arrows

- Should be placed approximately every 250 - 300 meters to confirm that competitors have not strayed from the correct course
- As a rule of thumb, 5 to 6 directional arrows are required for every kilometer of course and should be positioned 1-2 meters off the ground for easy visibility (Arrows should not be attached to fallen logs, rocks, or hay bales)
- They are generally placed to the right side of the course or to the outside of any marked turns
- Indicating a change in direction must be placed in a manner to alert the competitor in advance of the turn

Technical Section Arrows

- Used to alert competitors to challenging sections of the course
- Used with consistency to communicate course difficulty
- Inverted arrows indicate that a rider is approaching technical section
- Single inverted arrow indicates a minor technical challenge
- Double inverted arrows indicate greater challenge
- Triple inverted arrow indicates greatest technical challenge
- As a rule, 4 to 6 double arrows and 1 to 3 triple arrows is a good number on a typical course

Marking Hazards

- Any potential hazard that may not be readily seen by a rider must be marked to improve visibility. Rocks, roots and tree stumps are most common examples while low branches, fallen trees, broken limb stubs, water crossings, wire property fencing, and barb wire are other examples
- Orange or pink biodegradable spray paint is best method for marking hazards on ground while security tape is best method for marking hazards above the ground

- Graphic signs other than directional arrows are commonly used to indicate specific hazards; for example: WATER CROSSINGS, BRIDGES, WRONG DIRECTION, etc.
- Where possible, hazards should be eliminated from the course as marking may not be enough to adequately reduce risk
- In some cases, it is necessary to place protective padding or bales of hay over hazards that are either on, or very close to the racing line. Again, this is for the protection of competitors and to reduce risk of injury

Information Signage

- Information signs are necessary to communicate specific instructions to the competitors
- Graphic signs are often best understood or when used in conjunction with 1 or 2 key words
- Examples of information signs are: START, FINISH, CAUTION, FEED ZONE, 1 KM, FIRSTAID, ETC.
- All marshal and first aid stations should be clearly marked on the course. Examples for easy visual reference: M1, M2, M3, etc. and FA 1, FA2, FA3, etc. This is an important aspect of risk management strategy at an event

Security Tape

- Perhaps the more versatile resource when marking a course, "1m to 3m" width is acceptable
- Can easily be threaded from tree to tree to define the course
- Can be threaded from installed posts or stakes in open areas
- Must be installed to maintain a consistent height off the ground (Usually 50 cm to 1 m) Avoid threading tape around rocks, logs, etc.
- Tape must be installed in a manner so as not to impede riders or encroach on the course line
- Must be supported at regular intervals to avoid the possibility of distortion; for example: a strong wind can distort security tape and push it into the path of the course
- Is a reasonable means of controlling spectators
- Is ideal in areas where riders are likely to ride off the course. Tape is ideal for eliminating cheat lines where sections of the course could potentially be cut short by taking a more direct line

Environmental Considerations

- Try to limit the environmental impact as a result of course marking methods
- Minimize damage to trees. Fresh limb cuts, removal of protective bark, and nail holes leave trees more susceptible to disease and / or infestation by insects
- Some of the regulated parklands do not permit nailing or screwing into trees. In this case wire or zip ties must be used to secure course markings
- Always use paint that is rated as biodegradable
- Remnants of old course marking tape should be removed and disposed of as well as any other waste material found near the trail. Feed zones must be at least 25m away from the start/finish line and must be marked appropriately. Racers can receive food/water/eye glasses in this area only. The area should be on a slight incline to slow racers down while receiving the materials outlined above. The area must be easily accessible by coaches, managers and volunteers

6.3.2 Considerations for Marathon * Adopted from the Bicycle Nova Scotia Mountain Bike Organizers Guide

The format is a single lap of a long course that is a minimum of 60 KM in length. The format can take several forms, including but not limited to:

- Single or multi-lap marathon course – minimum of 60km is recommended
- Multi-lap time limit race – minimum of 4hr time limit is recommended

Specific Requirements:

- Course should be 100% rideable
- Several supervised Feed Zones; 1 feed zone every 20 - 30 km is a good rule of thumb. –The course should be 100% ride-able by a racer of average skill in most weather conditions

- The course map must be accurately prepared; each competitor should receive a copy. It should contain the locations of all feed zones, marshal stations and first aid stations
- The course should include distance marking signs
- The course need not be marked to the same standard as an Olympic format cross country race; however, it should be marked well enough that competitors can easily find their way. Blocking off and or marking incorrect routes is vitally important
- The minimum completion time for an elite level racer should be about 4 hours.

6.3.3 Considerations for Short Track Races

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

Specific Requirements

No Feed Zones -Similar to an Olympic Format Cross Country Race otherwise; completion times for elite level riders tend to be in the 15-30-minute range. Organizers are encouraged to work with an elite rider when designing a course. If assistance is needed in finding a rider to volunteer his/her time, please contact the CA office.

6.3.4 Considerations for Cross Country

This section is intended only as a resource when setting out your cross-country course. A loop course is much more common and easier to work with than a point-to-point course. If your race is likely to include some large categories, it is important to have a large starting area. Also, it is best if there is at least one significant climb before tricky single-track or downhill sections. Most racers agree that single-track is an essential part of mountain bike courses, especially downhill single-track. Spots wide enough for passing, or passing lanes, are important in longer single-track sections. It is good to include or have at least one significant climb on the loop. The climb should be challenging, but not too steep that it forces racers to walk too far. If rain is likely, the course should be mostly ride-able when wet. Rocky or gravelly surfaces tend to stay more ride-able when wet.

Having a separate finish area makes it easier to identify actual finishers from those continuing with extra laps, and it makes results quicker to compile. Any wooden bridges or ramps must be covered with non-slip surface (carpet or special anti-slip paint) or roofing tiles. The use of chicken wire is prohibited!

Marshalls: Post marshals at all intersections. Marshals should be posted at regular intervals along the course, particularly where the finish breaks off from the circuit. Marshals should be equipped with communication devices in case of accidents, hazards, wildlife, or other unexpected circumstances.

Courses: Courses should be clearly marked so that under the pressure of race conditions riders do not have any trouble determining where to go. Not all racers will be able to check out the course before the race so ensure that your course is properly marked. If there are any particularly difficult sections, mark them even more than usual and warn the racers at a pre-race meeting or on the start line. This will make them aware of tricky spots that could make them crash if encountered for the first time at racing speeds. Remember that the Commissaire must approve the course before the race.

Courses should be ridden by both elite and beginner level racers to determine location of signs. All signs should be placed at a level lower than eye level for racers looking down while riding the course. Signs should be made of chloroplast and can be placed on trees with an electronic screw gun so that they can be removed later without damage to the tree. Flagging tape can be moved easily and the course can be re-marked by the wrong people, so beware! Provide a map to all racers, officials and marshals so that everyone understands where to go. Remember that courses should be designed for the riders attending the race - not every course needs to be designed for a World Cup!

6.3.5 Mountain Bike Categories

Category	Corresponding CC Category	Min. Optimum Winning Time	Max. Optimum Winning Time
Men			
U11	N/A	0h15m	0h25m
U13/U15	All riders between 13 and 14 years old (mixed Gender)	0h30m	0h55m
U17	U17 Sport, U17 Expert (U17 Expert race with Sport Men)	0h35m	0h40m
Novice	Junior Novice, Senior Novice, Master Novice, Master 40+ Novice	0h45m	1h00m
Sport	U17 Expert, Junior Sport, Senior Sport, Master Sport, Master 40+ Sport	1h00m	1h15m
Expert	Junior Expert, Senior Expert, Master Expert, Master 40+ Expert	1h15m	1h30m
Elite	Elite	1h30m	1h45m
Women			
U11	N/A	0h15m	0h25m
U13/U15	All riders between 13 and 14 years old (mixed Gender)	0h30m	0h55m
U17	U17 Sport, U17 Expert (U17 Expert race with Sport Men)	0h35m	0h40m
Novice	Junior Novice, Senior Novice, Master Novice, Master 40+ Novice	0h45m	1h00m

Expert	Junior Expert, Senior Expert, Master Expert, Master 40+ Expert	1h15m	1h30m
Elite	Elite	1h30m	1h45m

Optimum Winning Times – deviations plus or minus 15 minutes are allowed.

Each rider's license will reflect one of the CYCLING CANADA XC Categories.

6.3.7 Considerations for Cross-Country Eliminator

Course: The course for a cross-country eliminator race must be between 500m and 1000m and include natural and/or artificial obstacles. The whole course must be 100% rideable, single track sections normally are avoided and where possible the course normally has not more than one 180° turn. The start and finish area must be separated in order to allow short race program. Obstacles such as trees, stairs (up/down), drops, bridges or wooden constructions can create a dynamic short race.

Qualifying Round: At least 12 riders must be entered for the qualifying round, otherwise no XCE event may be held. The qualifying round takes the form of an individual timed run of one lap of the course. The best 32 riders (8x4) or 36 riders (6x6) go through to the main event. In case of a tie between riders during the qualifying round, their order is determined by the last CA Alberta Cup XC ranking. If the riders are not ranked in the CA Alberta Cup XC Series, lots are drawn to determine their order.

For more information on Cross-Country Eliminator races, consult the current UCI Mountain Bike Regulations.

6.3.8 Considerations for Downhill

A downhill is an individual timed event, with a minimum of 90% downhill riding. The course must be 100% rideable regardless of the terrain and weather condition.

The course must be free of all obstacles that have not been planned and/or notified to the riders. The design of the course should allow the riders to maintain a fair speed without having to pedal excessively. It should be designed such that there is passing allowed most, if not all the way down. Should extended single-track sections not be avoided, 20 meter passing lanes should be offered every 200 meters.

Any jumps must be carefully considered and above all, they must be safe.

The start and finish lane must be a minimum of 2 meters wide and 30 meters long. The start area should be comprised of a corridor of 7.5 meters wide that it is long enough to hold a minimum of 10 riders in line. A starting gate, shelter, water and toilet facilities are strongly recommended.

On the course, the inside line should be taped to avoid any short cuts. Tape may also be used to provide visual references to the riders.

Electronic timing is strongly recommended for all sanctioned downhill events. The finish line must be clearly marked. The appropriate race time for an event should not be under 3 minutes or in excess of 10 minutes.

If a cross-country event is occurring on the same weekend, the downhill course **CANNOT** overlap/interfere with the cross-country course.

The day of a downhill event, a chairlift should be in operation to bring the riders and their bikes to the top of the mountain. If there is no chairlift, transportation must be provided to the riders.

Course maps must be posted 24 hours prior to the race or as soon as the official training runs begin. All locations considered hazardous by the chief Commissaire must be indicated on the maps.

The course must be marked and open for supervised training (medical services and marshals on site throughout training) at least 24 hours prior to the start of the event. All competitors **must** pre-ride the course at least twice.

A sample start order is provided below. There should be a one-minute interval separating each rider. A two-minute interval may separate all elite riders. A one or two minute gap will be used to separate each category to allow the previous category to clear the course.

U13 Women
U13 Men
U15 Women
U15 Men
U17 Women
U17 Sport Men
U17 Expert Men
Junior Women
Junior Sport Men
Junior Expert Men
Senior Sport Women
Senior Sport Men
Senior Expert Women
Senior Expert Men
Master 30-39 Women
Master 30-39 Men
Master 40+ Women
Master 40+ Men
Elite Women
Elite Men

A growing segment of the racing population trains and prepares seriously for downhill races and is eager to race them. If you do run a downhill, make sure that the course is open for pre-rides before race day and, if possible, ask for a downhill specialist, or someone who has experience racing downhill events, to help design the course. Don't forget - safety first. Organizers should encourage all racers to cover up with body-armor – not currently required but highly recommended.

The Course * Adopted from Ontario Cycling Association

The start

- Is to be covered by tent or similar structure. (UCI 4.3.010)
- There is a railing or something for the rider to hang on to plus a start platform. (CYCLING CANADA Recommendation)
- Water is provided in the start area for riders and officials. (CYCLING CANADA Recommendation)
- Table and chair are provided for the start official. (CYCLING CANADA Recommendation)

On course

- The promoter has walked the course, preferably with TD or Chief. (TD Recommendation)
- Course is fully taped: top to bottom, both sides (UCI 4.2.024)
- Tape is 50cm above ground level. (UCI 4.2.024)
- Any tree within the tape is padded. (UCI 1.2.061)

- Pads are available for TD to add to track if needed. (TD Recommendation)
- The course maintains a minimum width of 1.5m at 1m above ground level and higher. (TD Rec.)
- The course maintains a minimum width of 2m in berm corners (measured out from the center of the berm) (TD Recommendation)

Jumps

- Any jumps are built for distance rather than height. (UCI 1.2.061)
- Jumps are only built in areas that are sloped in order to avoid flat landings. (UCI 1.2.061)
- There are multiple access points for first aid vehicles. (UCI 4.2.051/4.2.055)

The finish

- Is 6m wide and 50m long, and free of obstacles. (UCI 4.3.011)
- Is marked so spectators cannot walk into the finish. (UCI 4.3.011)
- **If Chip timing is being used finish must not double back on itself**

Administration

- There is a schedule posted for all race and practice days. (UCI 1.2.042)
- The registration area is clearly marked and defined
- Riders must check in at the registration area prior to going on the course
- There is walking-only practice before the first practice session. (UCI 4.3.020)
- There is a manager/riders' meeting. (UCI 1.2.087)
- The map is posted. (CYCLING CANADA Recommendation)

Marshals and First Aid

- The local hospital has been notified about the race. (UCI 1.2.068)
- There are an adequate number of marshals for the length of the course. Line of sight and radio contact are extremely important (UCI 4.1.017)
- Marshals are identifiable. (UCI 4.1.019)
- Marshals have red and yellow flags. (UCI 4.2.049/4.3.015)
- Marshals have been briefed on their role. (UCI 4.1.0210)
- Marshal/first aid stations are marked on the track and on the map. (UCI 4.2.056)
- There are enough radios for all marshals, first aid personnel and officials. (UCI 4.1.020/4.2.052)
- Everyone is on the same radio channel (TD Recommendation)

U13 DH Racing Course Requirements

The course is suitable for all age and ability levels. Such courses are relatively short (roughly 2500 meters or less), have an average steepness of less than about 15%, have no 'professional'- level obstacles (see below), and no 'difficult' obstacles (see below), and relatively firm soil quality in all weather conditions.

U15 DH Racing Course Requirements

The course is suitable for all age and ability levels as low as U15. Such courses are relatively short (roughly 2500 meters or less), have an average steepness of less than about 15%, have no 'professional'-level obstacles (see below), and no 'difficult' obstacles (see below) without go-arounds, and relatively firm soil quality in most weather conditions.

Professional-Level Obstacles Include:

- Gap jumps of any height or length
- Any type of jump with a length of more than 3m from the end of the launch section to the start of the landing transition
- Drops exceeding 1.5m in height (measured from the top edge to the top of the transition)
- Pitches (with roll-out or drop) with average inclines in excess of roughly 50 degrees, exceeding 5m in length

- Any pitch of any length with an average incline of roughly 70 or more degrees
- Any obstacle or section judged by the inspector to require to professional-level skills to successfully negotiate in a race situation

'Difficult'-Level Obstacles Include:

- Any type of jump or feature such that it is likely that both wheels will leave the ground more than momentarily
- Drops between 40cm and 1.5m in height (measured from the top edge to the top of the transition)
- Pitches with inclines in excess of roughly 50 degrees, exceeding 3m in length
- Any man-made features increasing the technical difficulty of the course such as rock gardens and log gardens
- Any obstacle or section judged by the inspector to require somewhere between advanced and professional-level skills to successfully negotiate in a race situation

6.3.9 Considerations for Enduro

Enduro is an event where riders are timed in stages which are downhill. The uphill, or transfer, time in between each downhill stage is not timed, but must be completed within a certain time-limit.

(from the UCI rule book 4.5.006- 4.5.012)

- Enduro courses must be clearly marked using a combination of arrows, gates and traditional course tape.
- Extra care must be taken by the organizer to make sure that the course is clearly marked and no shortcuts are possible
- In sections of the course that are marked by course tape, both sides of the track must be marked.
- Road crossing and dangerous areas must be marked on both sides
- The organizer must provide the start times for each timed stage.
- The start interval between the riders must be at least 10 seconds.
- A minimum of 3 timed stages must be raced. Total time for each rider shall be a minimum of 10 minutes.

7. Particular Aspects of Track Races

Provincially sanctioned track events fall into two categories: omnium events, and championship events. Organizers may choose which style event of event they wish to host, except for the Open Provincial Track Championships, which must be run by CA Racing Committee age/gender categories and contain the events listed below. Track Categories and prize policy are found in the Appendix.

Championship Events

- Olympic program events
- Prizes/medals for each event
- UCI/CYCLING CANADA age gender categories employed

Omnium events

- Program at discretion of organizer
- Provincial track categories are used
- Prizes are given to omnium winners in each category
-

Omnium ties at all Provincial Track Championships shall be broken by the following formula:

1. number of first place finishes, if still tied
2. number of second place finishes, if still tied
3. number of third place finishes, if still tied
4. number of fourth place finishes, if still tied
5. number of fifth place finishes, if still tied
6. Result versus tied opponent in the final event in which both riders competed.

7.1 Track Categories

Organizers of provincial track events, other than the Provincial Championships, may host the following categories:

A = Men Category 1/2
 B = Men Category 3 + Women 1/2/3
 C = Men Category 4 + Women 4
 Paralympic Men + Paralympic Women
 Tandem Men + Tandem Women

8. Particular Aspects of Cyclocross Races

Provincially sanctioned Cyclocross events fall under the auspices of the racing committee and are subject to the following policies.

8.1 Cyclocross Categories (non-Championship)

The following categories will be recognized at all Alberta Cup events with the exclusion of the Provincial Cyclocross Championship:

CX Category Corresponding Road and MTB category

<u>Cyclocross Category</u>	<u>Road Category</u>	<u>MTB Category</u>
Open Men	n/a	n/a
Open Women	n/a	n/a
Expert Men	Cat ½, 3	Elite, Expert
Sport Men	Cat 3, 4	Expert, Sport
Novice Men	Cat 4	Sport, Novice
Sport Women	n/a	n/a

Once a rider has begun racing a Cyclocross category, they may only upgrade based on Cyclocross results, regardless of upgrades in Road or MTB categories. Cyclocross bicycles must be used in the Elite, Expert and Open Men's categories. The use of mountain bikes is permitted in the other categories

8.2 Race Length

Category	Race Duration
Open Men	60 minutes
Open Women	min 40 minutes
Expert Men	50 minutes
Sport Men	35 minutes
Novice Men	40 minutes
Sport Women	35 minutes

8.3 Category Combinations

Cyclocross Categories may be combined as per Provincial Cyclocross Regulation 5.5.2

8.4 Equipment

Mountain bikes may be used in Provincially sanctioned events for Novice Men or Sport Women categories only, provided they meet the specifications detailed in the regulations for mountain bikes.

9. Provincial Championship Policy

Provincial Championship events fall into three categories: **Open** (open to all license-holders); **Master** (open to holders of Masters' licenses); and **Youth** (open to holders of youth-category licenses). Open Provincial Championship Events must be contested according to either Ability categories, Age-group categories, or a combination thereof (refers to ability-based events offering Open Men's and Open Women's categories). In several instances Open and Age-group events are held concurrently, and at the same venue.

9.1 Provincial Championship Medals

Gold, silver, and bronze medals will be awarded in all Provincial Championship Categories regardless of the number of entrants. Organizers are obliged to purchase medals from Cycling Alberta.

9.2 Provincial Championship Jerseys

Alberta Provincial Champion jerseys will be awarded to the top-placed rider holding an CA license at the following events, in the following categories:

Open Provincial Championship Road Race, ITT and Criterium	Category 1/2/3 Open Women, Category 1/2/Open Men
Open Provincial Championship MTB Cross Country	Elite Women, Elite Men
Open Provincial Championship MTB DH	Elite Women, Elite Men
Open Provincial Championship MTB MA	Open Men, Open Women
Open Provincial Track Championships Omnium	Omnium Elite Women, Elite Men
Open Provincial Cyclocross Championships	Open Women, Open Men

The jersey may be worn only in the discipline and category in which it was earned up to, but not including, the next Provincial Championship event.

9.3 Eligibility

Out-of-province riders may contest Provincial Championship events but are not eligible to receive medals; nor may out-of-province riders claim the title of "Provincial Champion", or any medal, trophy, or jersey associated with such title. Out-of-province riders may receive cash or other prizes.

A rider may contest, and be eligible for prizes and records, in only one category at the following Provincial Championship events, in which Master and Open events may be held concurrently:

Mountain Bike Cross-Country
Individual Time Trial Hill Climb

Mountain Bike Downhill
Cyclocross Track

9.4 Provincial Mountain Bike Championships

Medals will be awarded in the following events at the Provincial Mountain Bike Championships: Cross-Country, Marathon, and Downhill.

Cross Country:

U13 Men	U13 Women
U15 Men	U15 Women
U17 Men	U17 Women
Junior Men	Junior Women
Open Men	Open Women
Master 35-44 Men	Master 35-44 Women
Master 45-54 Men	Master 45-54 Women
Master 55-64 Men	Master 55+ Women
Master 65 + Men	

Downhill:

U13 Men	U13 Women
U15 Men	U15 Women
U17 Expert Men	U17 Expert Women
Junior Expert Men	Junior Expert Women
Elite Men	Elite Women
Master A Men (35-44)	Master A Women (35-44)
Master B Men (44-54)	Master B Women (45-54)
Master Men (55-64)	Master Women (55+)
Master Men (65+)	

Marathon:

Open Men	Open Women
----------	------------

9.5 Provincial Cyclocross Championships

Medals will be awarded in the following National categories at the Provincial Championship Cyclocross:

U15 Men	U15 Women
U17 Men	U17 Women
Junior Men	Junior Women
Open Men	Open Women
Master Men 35-44	Master Women 35-44
Master Men 45-54	Master Women 45-54
Master Men 55-64	Master Women 55-64
Master men 65+	Master Women 65+

CYCLING CANADA categories and UCI Regulations for Cyclocross place riders in their respective category for the *following year*, as the international Cyclocross calendar comprises two calendar years.

9.6 Open Provincial Championship Road Race

Organizers are required to host the following medal categories at the Open Provincial Championship Road Race:

Open Women/Category 1/2/3	Women Category 4
Open Men/Category 1/2	Category 3
Category 4	Citizen

9.7 Masters' Provincial Championship Road Race, Individual Time Trial

Organizers are required to host the following medal categories at the Masters' Provincial Championship Road Race and Individual Time Trial:

Master 35-44 Men
Master 45-54 Men
Master 55-64 Men
Master 65 + Men

Master 35-44 Women
Master 45-54 Women
Master 55-64 Women
Master 65+ Women

Categories may be combined for racing purposes. Medals, however, will be awarded to riders in each of the above categories where applicable.

9.8 Youth Provincial Championship Road Race, Criterium, Individual Time Trial, Track Meet

Organizers are required to host the following medal categories at the Youth Provincial Championship Road Race, Criterium, Individual Time Trial and Track Meet:

U13 Men
U15 Men
U17 Men
Junior Men

U13 Women
U15 Women
U17 Women
Junior Women

Categories may be combined for racing purposes. Medals, however, will be awarded to riders in each of the above categories where applicable.

9.9 Open Provincial Championship Criterium

Organizers are required to host the following medal categories at the Open Provincial Criterium Championship:

U17 Men
U17 Women
Category 1/2
Category 4

Cat 1/2/3 women which may be combined with Cat 3 men
Women Cat 4/5
Category 3
Citizen

Please note: Preference for Provincial Championship Criterium race will be given to stand-alone events.

9.10 Open Provincial Championship Hill Climb

Organizers are required to host the following medal categories at the Open Provincial Championship Hill Climb:

U17 Women
Junior Women
Open Men/Category 1/2
Category 4
Paralympic Women
Category 1/2/3 Women
Master Men 30-39
Master Men 40-49
Master Men 50-59
Master Men 60-69
Master Men 70-79

U17 Men
Junior Men
Category 3
Citizen
Paralympic Men
Category 4 Women
Master Women 30-39
Master Women 40-49
Master Women 50-59
Master Women 60-69
Master Women 70-79

9.11 Open Provincial Track Championships

Organizers are required to host the following medal categories at the Open Provincial Track Championships:

Open/Elite Women
Master Men 35-44
Master Women 35-44

Open/Elite Men
Master Men 45+
Master Women 45+

Sprint events will include: Match Sprint, 500m/Kilometer Time Trial, Keirin, Team Sprint.

Endurance events will include: Individual Pursuit, Scratch Race, Points Race, Elimination Race, Madison, Team Pursuit.

10. Appendix 1: Forms

10.1 Race Organizer's Checklist

Event Name: _____ Event Date: _____

One year prior	
Design course & seek city, community and or landowner's approval	
Seek support of local cycling clubs & potential sponsors	
Send bid to the CA	
Four months prior	
Confirm race headquarters (official hotel, hall or camping)	
Confirm timing system or hire a timing company	
Seek volunteers, first aid, etc.	
Six weeks prior	
CA appoints event commissaries	
Finalize the courses	
Send technical guide & poster to CA	
Contact chief Commissaire	
Develop emergency action plan (EAP) & inform hospital or fire department	
Confirm arrangements for Food & Drinks	
Confirm sound system & announcer/colour commentator	
Confirm Porta-Potty Reservations (if required)	
Four weeks prior	
Confirm Commissaire travel/accommodation arrangements	
Notify neighbors (especially for road races) of the date and time of event	
Contact local media	
Confirm volunteers, first aid, etc.	
One week prior	
Course recognizance to ensure readiness	
Trail maintenance or road sweeping/inspection as necessary	
1-3 days before Race Day	
Mark the course	
Brief chief Commissaire and volunteer groups	
Race Day	
Final course check with chief Commissaire	
Post Race	
Awards presentation	
Take down course marking / extensive cleanup of area	
Results and injuries report to CA	
Pay Commissaires' expenses	

10.3 Sanction Application

Race Sanction Application Form

****** This form must be completed and submitted no later than 6 weeks prior to your event date ******

Before completing this form, it is imperative that you read and understand the CA Race Organizer's Guide. All organizers must obtain an CA Organizer's license in order to organize CA sanctioned events. No exceptions.

Please keep a copy of this form for your records and bring a copy to the event

Event information

Name of Race	
Host Club	
Primary Phone	
Primary Email	

Authorities

Police	
Contact Person	
Address	
Phone Number	
Email	

Municipal or Regional Government	
Contact Person	
Address	
Phone Number	
Email	

Land Owner/Manager	
Contact Person	
Address	
Phone Number	
Email	

What to include with your application:

- ☐ A map of the course including distances and the number of laps per category, start/finish areas, sign-on location, and start times for each category
- ☐ Insurance Certificate Request
- ☐ Copies of Road/Event/Municipal Permits
- ☐ Tech Guide (will be reviewed by the Chief Commissaire and CA Event/Sport Coordinator)
- ☐ Emergency Response Plan

Please outline any changes to the event information since the submission of the event's Expression of Interest form:

Changes:

I, the event organizer, certify that all measures have been taken to:

- ✓ Satisfy the terms of this sanction
- ✓ Offer a fair event
- ✓ Offer an event in which risk to participants has been minimized to a reasonable extent.

I understand that failure to observe CA standards may result in the revocation of the right to host future sanctioned events in Alberta. I recognize the right of Cycling Alberta to cancel the event if either the CA standards or CC regulations have not been met.

Signature		Date	
-----------	--	------	--

11. Appendix 2: Contacts

11.1 Municipality Contacts

Edmonton

City of Edmonton - Road Closure Permits	Edmonton Police		780-421-3305
City of Edmonton - Transit Confirmations	ETS		780-496-8914
Special Events Liaison	Civic Events Office		780-944-7740
Argyll Velodrome		edmdrome@telusplanet.net	780-490-5979

Red Deer

Lacombe Road Closure Permits - Shelly Black	Lacombe County Public Works	sblack@lacombecounty.com	403-782-6601
Clearwater Road Closure Permits - Erik Hanson	Clearwater County Public Works		403-845-4444
Alberta Transportation Road Closure Permits - Carly Cowles or Sandy Choi	Alberta Transportation	transdevelopmentreddeer@gov.ab.ca	403-340-5204
Enforcement Alberta Highway	Sheriff's Department		775-1424 775-1422
Rainy Creek Community Hall			748-2413

Calgary

Facilities Booking	City of Calgary Recreation		403-268-3800 (select 2)
Road Permits Traffic Engineering, Roads Department			403-268-2489

11.2 Race Supplies Contacts

Edmonton

Straw Bales	Dusseault Farms		780-921-2102
Barricades and boundary tape	Alta Traffic Supply		780-438-5019
Medical Kits (2 week rental \$60)	Sports Medicine Council of AB		780-415-0812
Lead Motorcycles	Alberta Safety Council		780-462-7300

Red Deer

Signs/Flaggers - Dale Martin	Alberta Highway Maintenance		356-1429
Ambulance/EMS	St. Johns Ambulance	Robyn O'Reily	342-7744 Ex. 3103
Enforcement Alberta Highway	Sheriff's Dept.		775-1424 775-1422

Calgary

First Aid St. Johns	St. Johns Ambulance – Calgary Centre		1-800-665-7114
First Aid	Canadian Ski Patrol	jean.rioux@skipatrol.ca	