

**EVENT SAFETY CODE - CODE OF PRACTICE
- PART 2 - CYCLE ROAD RACING -
- EMBRACING RISK ASSESSMENT**



The following Code of Practice is not intended to take the place of, or to supersede, BC Technical Regulations or the Cycle Racing on Highways Regulations, both of which organisers and promoters must make themselves acquainted.

Closed Circuit Racing

These are held in parks or city centres, where roads can be closed to other traffic. Circuits vary between half a mile and two miles and races tend to vary between 20 minutes to two hours. The pace is usually very fast with sprints every few laps for cash prizes. The winner is first over the line.

Criterion Races

Similar to closed circuit races but are not always on a closed road. These are often held in the evening during the week, when such events are over 30 to 40 miles. Often they are held under a time handicap system, which allows for a mixing of various categories the first person over the line wins.

Road Races

Held on public open roads for all categories other than under 16's, normally a race will cater for up to four categories and allow a field of up to 80 riders. Distances vary with younger riders covering 40-50 miles whilst elite riders can vary between 50 and 120 miles. The first rider over the line wins. Speeds are kept high with sprints at intermediate points of the race, possible for a 'King of the Sprints' or 'Hot Spots' award. Some events also have a prize for the best hill climber who is awarded a 'King of the Mountains' prize, where points are awarded at the brow of a hill.

Stage Races

Stage racing is so called because the event is split into stages and usually lasts more than one day. Each stage is a separate race with its own prizes but the main prize list is for the general classification the overall result where each rider's times for all the stages are totalled. The shortest overall time wins. Some stage races like the Tour de France can last for up to three weeks.

Governing Body under whose rules and Technical Regulations the event is taking place

- Establish and risk assess all courses to be used
- Establish a calendar of races to be held geographically and by ability range
- Sanction the major events
- Appoint Senior safety officers to maintain course safety records
- Appoint Chief Commissaires, Commissaires and senior officials.
- Establish training for the roles required within Event Safety Code

Regional Competition Administrator

- Hold Annual Meeting to ensure that the Event Safety Code of Practice, and the Technical regulations will be implemented in full.
- Once the number and level of races is established by the organisation, a race permit will be issued to a race organiser for each agreed event subject to the risk assessment/notification form being acceptable.
- Notify or request authorisation of every race giving a minimum of 28 days notice. All contact with Police or Safety Advisory Group shall be by, or with the consent and co-operation of the Division Competition Administrator.
- The authorities may advise changes to the route as other activities such as road running, car boot sales etc., can affect the availability of certain sections.

EVENT ORGANISERS/PROMOTERS

The Year Before Your Race

Establish those events that you wish to run, and apply at the appropriate time to the organisation. Submit the basic details of your event for consideration by distance, categories, course, size of field, entry fee, date required, stating if the date is a fixture.

Three Months Before

Acquire the current generic notification/risk assessment form of the course from the senior safety officer.

Check the course against the generic risk assessment.

Complete the notification/risk assessment form and return it to the Regional Competition Administrator with a permit application. The application must comply with the current technical regulations of the organisation.

Try to ascertain whether there will be road works or other obstructions on the route.

Contact all your possible sources of assistance and prepare a provisional list of commissaires, event safety officers, judges, trained marshals, drivers, suitably qualified first aider etc. The officials signing on sheet in this Event Management Workbook may help.

Two Months Before

Circulate entry forms containing all relevant details of the event including the course risk assessment.

Confirm appointment of all your officials and helpers. Careful consideration should be given to the first aid cover.

Prepare your programme which should include your name and address, date, time and place of event and approximate time of finish, names officials, details of course, location of event headquarters and changing accommodation, a reminder that 'unofficial following cars' are not permitted and that litter is not wanted.

Six Weeks Before

Race equipment and hardware provision should be compared against the checklists at the end of this section.

Three Weeks Before

Usually this is the closing date for entries to events. Never accept a late entry, if it affects your workload or routine. Return all surplus entries immediately.

Two weeks prior to event

Organisers/Safety Officers should check the risk reduction measures of the generic risk assessment against the course and ensure that they remain valid.

Erect approved advance notices (Signs 1 to 5, with supplementary plates as detailed in the Road Race Organisers equipment check list) at prominent places on the course to inform the public of the scheduled race.

Contact properties or commercial premises that may pose an additional risk to the race.

Arrange for the following vehicles to be available:-

- a. 1 suitable lead car and 1 reserve lead car
- b. 2 Commissaires cars
- c. 1 motorcycle Commissaire (optional)
- d. 1 rear car (which may carry first aid personnel)

A separate first aid vehicle is desirable and if available should follow where directed by the Commissaire

Race day event management

Organisers should provide a facility for briefing officials, marshals, drivers etc.

All persons involved as officials, drivers, marshals or riders must receive a briefing from the Chief Commissaire, including requirements of the risk assessment.

- In every briefing, reference must be made to drivers and riders that they should, at all times, respect the rules of the Highway Code, any local bye-laws and BCF technical regulations which may apply.
- Organisers should check that all race vehicles and equipment are correct and available.
- The safety officer/organiser must inspect the route against the generic risk assessment, and ensure that all the safety reduction measures are in place. Marshals shall be positioned at each point shown on the generic risk assessment.
- If there are any additional hazards not contained in the generic risk assessment, a specific risk assessment should be completed, and action taken to reduce the additional risk to low.
- A record of all officials and marshals shall be made by the organiser and submitted to the Chief Commissaire to form part of the Commissaires report.
- The Organiser or Event Safety Officer should sign over the course to the Chief Commissaire following the briefing, and before the start of the race.
- The Chief Commissaire will be responsible for the conduct of the race and the riders.
- The Safety Officer should precede the race to ensure all marshalling points remain covered and warning signs are in place in compliance with the risk assessment. He should inform the Chief Commissaire of any additional safety requirements.
- Police motorcyclists may work in front of the race to provide a clear warning to motorists of the oncoming race. Only the police have the power to require vehicles to stop.
- Trained motorcycle marshals working in front of the race to act as additional warning for motorists approaching the race. (Optional. This depends upon the nature of the course, the status of the event and degree of difficulty)
- Lead car(s) with approved headboard 'CAUTION CYCLE RACE APPROACHING'
- The driver and passenger of the lead car(s) should be fully conversant with cycle racing and the need to provide a safe zone behind the vehicle in all road conditions.
- Reserve lead car similarly equipped and staffed. The function of this car is to provide an additional lead car and protection in the event of a break occurring in the race of more than 30 seconds.
- The peleton follows the lead car and is closely followed by the Chief Commissaire.
- There should be a rear car displaying a 'CAUTION CYCLE RACE AHEAD' sign.
- There should ideally be another clearly marked car carrying the first aider.
- The use of dipped headlights as an additional warning should be considered.
- Vehicles above the height of a typical saloon car (mostly 4WD off-road type vehicles or Transit type vans) should not be included in race convoys if possible in Division races, and should not be allowed into a convoy for an event of National importance in any capacity other than in a broom wagon function. Even new vehicle designs, such as the Fiat Multipla, of a monospace design, and are not allowed in race convoys by the UCI. Vehicles of this type are prone to obscure the view of other following vehicles. This is particularly the case where races use narrow roads. In the reverse scenario, organisers also can often believe that they are doing the commissaire a favour by placing them in the 'best car' available to them. Such modern cars that are "low profile", or a "sports car" in normal circumstances are wholly impractical as a commissaires car. At times it may be impossible to see above riders saddles, if not near impossible, to observe rider and vehicle movements.
- For road race events of National importance, at least one neutral service vehicle must be available. With advance notification, riders are usually willing to place spare wheels with any vehicle provided by the organisation.
- Be aware that the number of vehicles permitted within your race convoy may be restricted by advice from the BC Division or Region, Safety Advisory Group or Police.
- **Notes to this item.**
 - The presence of an obvious race convoy and lead vehicles can significantly contribute to the safe passage of the race and protection of the riders. It is accepted that some short circuits may not be suitable for the full-recommended convoy. In this and all other cases, the additional warning and protective effect of suitably equipped motorcycle marshals are an enhancement to safety.
- All other official vehicles connected with the race should carry suitable signage as suits their function and the driver should be fully conversant with cycle racing.

- All vehicles should be equipped with "in race" radio communications equipment to assist in the safe conduct of the race. If possible, this should extend to motorcycles, though the technical difficulties and range restrictions are recognised.

Riders

- Riders are required to comply with traffic law and regulations, the Highway Code, and obey directions from Police, Commissaires, and Marshals. Failure to comply renders a rider liable to disqualification and even further disciplinary action.
- Riders who participate in any race do so entirely at their own risk and must rely on their own ability in dealing with all hazards and must ride in a manner which is safe for themselves and all others.

Commissaires

- If Police are present, the Chief Commissaire shall meet with the most senior Police Officer present to discuss the race, police function and requirements. Any specific Police observations should be noted and communicated to the appropriate race personnel.
- The Chief Commissaire shall meet the organiser before the race and if all safety measures are in place, the route should be signed over by the organiser.
- The Chief Commissaire should attend all the pre race briefings including race staff, riders and managers.
- The Commissaires should know the course and the risk assessment requirements well, and have been engaged with overseeing the official procedures and briefings before the race started.
- The Commissaires function is to observe what is going on throughout the race, to have knowledge of the position of the riders, note and record all infringements against the technical regulations and safety issues previously covered in the riders briefing, and oversee the finish. It is also their responsibility to act immediately in the case of a major transgression, or to decide upon disciplinary action after the race.
- There should be at least one additional commissaire, either in a car or preferably on a motorcycle to give the flexibility that the machine will give.
- Commissaire expenses - Commissaires often seek information on what they can claim as their expenses for both attending and also driving their vehicles at races. The current BC mileage rate is 25p per mile. Organisers are asked to plan for this figure in their race budgets when calculating the payment of commissaires expenses. Organisers and promoters are advised to check with their Division, as there may be a policy for re-imbusement or fee structure in place locally.

Starts and Finishes

- Where a race starts on the open road, the race convoy should be assembled with a minimum of inconvenience to other road users. Riders should be called to the start so that they are in the start area for the shortest possible time, having regard to Sponsor/Organiser requirements before the start itself.
- Where a race starts other than on the open road, organisers shall ensure that a safe assembly area is set aside for riders and vehicles. Organisers shall ensure that the point where the race joins the open road is properly marshalled in accordance with these Regulations.
- The end of the "Neutralised Zone" shall be located at a point which causes the minimum inconvenience to other road users and the general public.
- The route of the race to be followed according to the risk assessment, and all requirements of the risk assessment enforced by the Commissaires.
- Where a race finishes on the open road, organisers should ensure riders clear the road as quickly as possible following the race finish, to allow the free passage of other road users.
- Marshals should be positioned between 50 metres and 100 metres past the finish line in clear view of the finishing line and public, to give warning of the approaching riders to oncoming traffic. Warning sign "CAUTION -CYCLE RACE FINISH AREA" shall be positioned approximately 250 metres past the finish line, in a position that can clearly be seen by oncoming traffic.

After the event

- The Organiser and Chief Commissaire should submit an updated generic risk assessment of the course to the Regional Competition Administrator.

Race Equipment

All clubs should endeavour to have a pool of equipment that is defined on this checklist below, which is also a useful list for a race organiser.

Item	Quantity /Amount	<input checked="" type="checkbox"/>	Notes	Return to:
Bell		<input type="checkbox"/>		
Broom wagon sign		<input type="checkbox"/>		
Cash float	Catering <input type="checkbox"/> £		Race entries <input type="checkbox"/> £	£
CB/FM Radios for all race vehicles		<input type="checkbox"/>		
Chalk – finish line (or tape see below)		<input type="checkbox"/>		
Clipboards (Judges)		<input type="checkbox"/>		
Finish line tape		<input type="checkbox"/>		
First aid kit		<input type="checkbox"/>		
Flag - race control start - National flag		<input type="checkbox"/>		
Flag - race control neutralised - red/white chequered		<input type="checkbox"/>		
Flag - race control Deneutralised - r/w cheq, with black border		<input type="checkbox"/>		
Flag - race control Danger – red (marshals)		<input type="checkbox"/>		
Flag - race control Start of hill prime - blue		<input type="checkbox"/>		
Flag - race control Prime 200 m - Green with white border		<input type="checkbox"/>		
Flag - race control Prime line - white		<input type="checkbox"/>		
Flag - race control 200 m to go - yellow		<input type="checkbox"/>		
Flag - race control Finish line – black & white chequered		<input type="checkbox"/>		
Flag - race control Race stopped - black		<input type="checkbox"/>		
Lap boards		<input type="checkbox"/>		
Licence index boxes		<input type="checkbox"/>		
Marshals tabards		<input type="checkbox"/>		
Marshals whistles (can be unhygienic if used communally!)		<input type="checkbox"/>		
PA system lead car(s) Commissaires Car(s)		<input type="checkbox"/>		
Race numbers - arm		<input type="checkbox"/>		
Race numbers - body		<input type="checkbox"/>		
Item	Quantity /Amount	<input checked="" type="checkbox"/>	Notes	Return to:
Race numbers - frame		<input type="checkbox"/>		
Safety pins		<input type="checkbox"/>		
Signing on sheets		<input type="checkbox"/>		
Shovel (for road kills) when checking course		<input type="checkbox"/>		
Vehicle sign – Commissaires car(s)		<input type="checkbox"/>		
Vehicle sign – First aid vehicle(s)		<input type="checkbox"/>		
Vehicle sign – lead car(s)		<input type="checkbox"/>		

Vehicle sign – Race service vehicle(s)		<input type="checkbox"/>		
Race signs - Caution 1 kilometre to finish		<input type="checkbox"/>		
Race signs - Caution cycle race finish area ahead		<input type="checkbox"/>		
Race signs - Caution cycle race in progress		<input type="checkbox"/>		
Warning head boards – lead cars “CAUTION CYCLE RACE FOLLOWING”		<input type="checkbox"/>		
Warning tail boards – following car “CAUTION CYCLE RACE AHEAD”		<input type="checkbox"/>		
Shovel (for road kills) when checking course		<input type="checkbox"/>		
Warning sign – Caution cyclists		<input type="checkbox"/>		
Warning sign – Changing		<input type="checkbox"/>		
Warning sign – Danger		<input type="checkbox"/>		
Warning sign – Feeding station		<input type="checkbox"/>		
Warning sign – Straight on or ↑		<input type="checkbox"/>		
Warning sign – To the start		<input type="checkbox"/>		
Warning sign – Toilets		<input type="checkbox"/>		
Warning sign – Turn ahead		<input type="checkbox"/>		
Warning sign – Turn left or ←		<input type="checkbox"/>		
Warning sign – Turn right or →		<input type="checkbox"/>		
Information signs with supplementary plates (DoT approved):				
1	Cycle Event		<input type="checkbox"/>	
2	No overtaking – route clear in _____metres		<input type="checkbox"/>	
3	Distance plates and arrows		<input type="checkbox"/>	
4	Cycle event on this route (advance notification sign)		<input type="checkbox"/>	