



# RACE GUIDELINES

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## **Scope**

The following guidelines have been developed to assist both clubs and promoters interested in the requirements that must be met when running Cycling Victoria (CV) sanctioned events.

All guidelines must be followed when promoting any CV sanctioned event. Further information can be obtained by contacting the CV office during business hours.

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## SECTION 1

### General Guidelines (All Events)

This section provides guidelines for matters which are uniform across all events and cycling disciplines.

#### 1.1 Sanctioning

All races in Victoria must complete the Cycling Victoria sanctioning form. Completed sanction request must be received **no later** than 4 weeks prior to the event.

Cycling Victoria reserves the right to not approve or remove a sanction at their absolute discretion.

#### 1.2 Race Directors

All race directors must be licensed members of Cycling Australia or hold a promoters license.

#### 1.3 Certificate of Currency

Any event that requires an insurance certificate must be lodged with Cycling Australia. Contact Joanne Cameron at Cycling Australia for more information. Further information regarding insurance can be found at <http://www.willis.com.au/cycling>.

#### 1.4 Licenses

All riders participating in any CV sanctioned event must have a CA license. A one-day or three-day permit may be purchased for club or combine events from a club. Any events that allow non-licensed members to participate will result in the race being deemed as illegal.

#### 1.5 Toilets

Toilets must be available in quantities appropriate to the number of participants attending an event. Consideration must be given to providing access to toilets in close proximity by officials at the finish line.

*NB: Please refer to the CV Rules and Regulations regarding toilet behaviour.*

#### 1.6 Officials

At least one licensed and qualified official is required to be present for club or combine events. Chart A outlines Commissaire requirements for different levels of events. For club and combine events, the club is responsible for naming the Chief Commissaire. This person must be denoted as part of the event sanction. Commissaire expenses are the responsibility of the promoter/club.

Cycling Victoria will assign all Commissaires to open events. Promoters that are able to provide their own qualified licensed officials may be able to reduce the number of additional officials assigned to them.

## 1.7 Signage

The event site must have adequate signage. This includes registration, facilities, and course signage.

## 1.8 Results

Full results are encouraged however organizers are only required to provide the top three place getters for all categories at both club and combine events and top ten place getters for open road events. These must be submitted to CV within 24 hours of the event in excel using the following format.

Race Name: XXX Club Road Championships			
Race: A Grade			
Place	Name	Club	Time
1st	Joe Smith	Blackburn CC	02:04.8
2nd	Joe Blog	Blackburn CC	st
3rd	Joe Nathan	Blackburn CC	st

Results in this format are necessary for assisting the CV handicapper and ensure that all results are available centrally.

## 1.9 First Aid Plan

A first aid plan must be provided with all events using the CV template. All First Aid personnel person must be readily identifiable at the event. The Chief Commissaire is responsible for timely completion of Accident Reports. All Reports must be submitted to CV by the Chief Commissaire within 24 hours using the Cycling Australia Incident Report Sheet.

It is mandatory that these be completed in the case of an accident during the event.

## 2.0 Program of Events

Cycling Victoria promote gender equity within all events. Promoters must ensure that there is equal number of events for men and women for all events.

## SECTION 2

### General Guidelines (Club and Combine Events)

The following is applicable to all events that are sanctioned as a club or combine event.

#### **2.1 Levies**

No levies are paid for club Events. All metropolitan Criterium races (Carnegie, Footscray, St. Kilda, Hawthorn, Southern Vets) are required to pay a \$1 per senior rider levy with all Junior riders \$0.50 per rider (J17 or younger). There is no levy any other combine events.

#### **2.2 Prize Money**

The maximum prize money that can be made available is \$1200 total prize money.

#### **2.3 Total Clubs**

Prize money for any combine or club event must be no more than \$1200 per meeting/per day where there is a CV Open event occurring. In the case that there is no CV or CA open event this may be run as \$2000 per meeting/ per day. In the case of a 3 day tour this would be \$6,000.

A meeting includes all events hosting on a day by a club or combine.

Clubs may apply to the CV Board for exemptions to this policy in writing at least 8 weeks prior to the event.

#### **2.4 Race Report**

The Chief Commissaire's Race Report (including results) must be submitted to CV within 24 hours of the finish of the race including a full list of starters and their club.

## SECTION 3 General Guidelines (Open Events)

The following section applies to events which are deemed open events.

### 3.1 Expressions of Interest

CV will open an expression of interest period for all open events. This period will be advertised each year via the CV website. All promoters and clubs must provide a written expression of interest to CV to hold an event in the manner deemed necessary by CV.

### 3.2 Agreement

Upon a successful application for an open event all clubs/promoters must complete a CV Race Agreement. A signed copy of this agreement must be received by CV no less than **8 weeks prior** to the event. Failure to do so will result in a \$500 fine from CV.

### 3.3 Officials

Officials will be assigned by the Technical Commission. Those promoters requiring additional commissaires must contact the Technical Commission through the CV Racing Coordinator to request additional assistance.

Organizers supplying their own qualified licenced officials may be able to reduce the number assigned to them by the Technical Commission at the approval of the Technical Commission.

### 3.4 Results

Full results are encouraged however organizers are only required to provide the top 3 place getters for all categories at both club and combine events and top 10 place getters for open road events. These must be submitted to CV within 24 hours of the event in excel using the following format.

Race Name: XXX Club Road Championships			
Race: A Grade			
Place	Name	Club	Time
1st	Joe Smith	Blackburn CC	02:04.8
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3rd	Joe Nathan	Blackburn CC	st

Results in this format are necessary for assisting the CV handicapper and ensure that all results are available centrally.

### 3.5 Event Marketing

CV will provide the following assistance with regard to event marketing to all events;

- All articles provided by the promoter will be placed on CV website,
- Event in racing fixture sent to all members,

- Event advertised through CV website.

*Please Note:* All event programs and posters and other marketing materials must carry the CV logo.

### **3.6 Registration**

- All licenses must be checked and riders whose licenses do not conform to standards must be denied entry,
- All entries must be taken through the CV online system,
- Temporary Licenses are **not** permitted at Open events,
- Riders must only race in the category indicated on their licence,
- All Open events will have online registration. This registration will close one week before the event,
- State championships are pre-registration only,
- Prize list must be posted at Registration.

### **3.6 First Aid**

A first aid plan must be provided to CV with the sanction documentation. All First Aid personnel person must be readily identifiable at the event. The Chief Commissaire is responsible for timely completion of Accident Reports. All Reports must be submitted to CV by the Chief Commissaire within 24 hours using the Cycling Australia Incident Report Sheet.

It is mandatory that these be completed in the case of an accident during the event.

\*Note: The organizer must be able to contact first aid at **ALL TIMES**. The organizer must be available by radio or back up communications plan at all times and provide a knowledgeable volunteer at the start/finish to answer race questions and they shall be clearly identifiable at all times.

Radios may not function well in all circumstances. Hills, long distances and other interfering devices may make communication difficult. A backup plan using cell phones is required to be in place for events covering long distances.

### **3.7 State Championships**

- State Championship medals are open to all riders in U19, U23, Elite and Masters categories,
- For J15, J17 categories riders must be members of a Victorian club,
- A traditional podium must be used for the awards ceremony,
- Photographs must be taken on the top 3 places in all medal categories.

### **3.8 Equipment**

The following equipment will be available for race organisers to use:

- Radios for officials
- Race Numbers (including bike numbers)
- Rotating Beacon Lights
- Bell
- Starting Gun
- Finish Camera
- Flags
- 'Race In Progress Signs'

- Bike Checking Fixture (TT Only)

### **3.9 Cancellation and Reschedule Policy**

Any open event must be cancelled by the directive of CV. In the case that an event is cancelled the CV board will review each case and determine any return to the promoter. The promoter may also provide an alternative date to be considered by the CV Board.

### **3.10 Sanctioning Fees**

Sanctioning and Service Fees will be defined in the Event Agreement.

## SECTION 4

### Road Specific Guidelines

The following section is applicable to Road Racing;

#### 4.1 Police, Council and VicRoads Permits

A copy of the approved Victoria Police, Council and VicRoads permits must be provided to CV and the Chief Commissaire for all races prior to the event.

#### 4.2 Course Design

Courses should be designed with safety in mind. All courses must be approved by a Cycling Australia accredited Commissaire (minimum level 2). A copy of the course must be provided to CV with the sanctioning form.

Notes on courses design:

- Wavy, blind corner sections and corners that narrow should be avoided or well-marked. Roads should be paved without serious defects.
- An ambulance should be able to access any part of the course.

#### 4.3 Traffic Management

A copy of the approved traffic management plan for all courses must be provided to CV as part of the sanctioning process/form.

#### 4.4 Race Caravan

For open events, a minimum of three vehicles (lead car, officials car and wheel support) are to be provided for each group within a start wave. Drivers shall be provided for each vehicle and shall be available for a pre-race briefing a minimum of 30 minutes prior to the event start.

For all club or combine events a minimum of one official follow vehicle must be provided.

#### 4.5 Race Course

The Start/finish is to be marked appropriately so that it can be easily identified by the riders and officials. If available, barriers are to be arranged to prevent spectators from crossing the course within this area. All corners should be swept. If the course is not officially closed to traffic, there must be marshals at every intersection of the course. Marshals at control points shall be in radio contact with the organizer. For busy intersections, there should be police (if required by the permit). Organizer must provide a lap board for each group within a start wave.

#### 4.6 Distance

Race distances for each category are listed in section 3.8.16 of the Cycling Australia Technical Regulations, which can be found online at [www.vic.cycling.org.au](http://www.vic.cycling.org.au). If the organizer wishes to run a race that is more than 10% longer or shorter than recommended race distances, this will need to be approved by the Road Commission. With approval from the committee, an organizer may be able to shorten early season or late season events by up to 25%.

## SECTION 5

### Track Specific Guidelines

The following section is applicable to Track Racing;

#### 5.1 Track Approval

All tracks must be reviewed on an annual basis. All tracks must be approved by a Cycling Australia accredited Commissaire (minimum level 2). A copy of the course must be provided to CV with the sanctioning form.

Notes on tracks;

- There is no prescribed length
- Safety concerns are the main factor to be reviewed.

#### 5.2 Program of Events

The program of events must be sent to Cycling Victoria no less than **four weeks prior** to the event

#### 5.3 Results

Full results are encouraged however organizers are only required to provide the top three for all categories. These must be submitted to CV within 24 hours of the event in excel using the following format.

Race Name: XXX Club Track Championships			
Race: A Grade			
Place	Name	Club	Time
1st	Joe Smith	Blackburn CC	02:04.8
2nd	Joe Blog	Blackburn CC	st
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