



INTERNATIONAL
CALENDAR EVENT



ORGANISATION GUIDE



Dear Organisers,

Organising a mountain bike event is a major undertaking but one that is extremely rewarding and satisfying.

Cross-country Olympic, cross-country marathon and downhill, each mountain bike format is unique, with its own specific requirements. From course design, venue management and technical requirements through to budgeting, communication and promotion, this guide will help you ensure that your event runs as smoothly as possible. Whether you are organising a Class 1, 2, 3 or HC event, this important reference tool will guide you through all aspects of staging a successful mountain bike race.

As organiser, you are not only catering to the athletes, but also to the fans, officials, sponsors and media. All are an important part of your event and need to be taken into consideration during your preparations.

In the months leading up to your event, you will need a solid team in place, with all members having a clear idea of their respective missions and responsibilities. This handbook includes a section dedicated to Human Resources which clearly details the tasks to be accomplished by each person on your team.

As President of the UCI, I greatly appreciate your support, and thank you for organising a mountain bike event. I hope that this Organisation Guide will facilitate your work and ensure your event is a resounding success.

David Lappartient
UCI President

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1 BACKGROUND INFORMATION

1.1 Historical background

The mountain bike was born in the United States, north of San Francisco, in a region dominated by Mount Tamalpais. Its birth must be attributed to a number of American adventurers who were engineering D.I.Y. enthusiasts. For them, it was a question of getting off the beaten track and the minor roads, which was where cycle racing usually took place, in order to head off towards the big open spaces. From the beginning of the 1970's, members of the «Tamalpais Cycling Club» decided to hurtle down the winding and sloping forest paths of Marin County together to Mount Tamalpais, in search of a challenge and big thrills. The bikes of that time, which only had a single gear, were called «balloners». These crude machines weighing some 25 kilos were pushed up to the summit simply for the pleasure of the downhill ride.

It was in 1974 that the first model fitted with five-speed derailleur gears, gear change by hand, a triple chain wheel, motorcycle brake levers and a quick release saddle system appeared. It was called a «mountain bike».

Of all these D.I.Y. enthusiasts, Gary Fisher, Joe Breeze and Tom Ritchey were the best. But Gary Fisher, who was a reputable road cyclist, brought a spirit of inventive competition in addition to his technical knowledge. He was the first to see a sporting and business future for this type of bike. Development may seem to have been slow during the following four or five years, but even so it was a constant race to find equipment, ideas and funding. Manufacturers did show some interest at the time because mountain bike was developing in leaps and bounds. In 1979, mass production started: this marked the beginning of the discipline's history.

1.2 Rules

UCI Rules

The UCI Constitution and Regulations are applicable to all the countries affiliated to the UCI for international competitions and they serve as a basis for the National Federations for drawing up their own technical rules in the various cycling disciplines: mountain bike, road, track, cyclo-cross, BMX, trial, indoor cycling and paracycling.

The up-to-date version of the international rules is available on the [UCI's website](#).

The UCI also publishes circulars when necessary, clarifying certain special points which have been changed and have to be applied very quickly.

Part 4 of the UCI Constitution and Regulations are the reference chapter for mountain bike racing. However, certain points relating to the general organisation of cycling and concerning mountain bike racing can be found in Part 1.

National Federation rules

The National Federation operates on the basis of its articles of association and internal rules, which specify that, in accordance with its delegation of power, it lays down the administrative and technical regulations of cycling, at national level, in the various cycling disciplines and with due respect for the international rules. It is important to recall that the articles of association of the UCI mention, amongst other things, mention that «the (National) Federations undertake (...) to comply with the articles of association and the Constitution and Regulations of the UCI (...) and that the UCI Constitution and Regulations must be included within the corresponding rules of the National Federations. The articles of association and rules of the National

Federations cannot go against those of the UCI. In the event of any difference, only the articles of association and the rules of the UCI shall apply.»

Just as with the international rules, the purpose of these rules is to guarantee the legality of the sport and to safeguard the health and safety of the competitors.

Special rules for events

Special rules must always mention that they are subject to the rules of the UCI and of the NF and they cannot contravene either the UCI Constitution and Regulations or the NF rules.

These special rules for events are defined by the organiser to clarify all the specific procedures for his race.

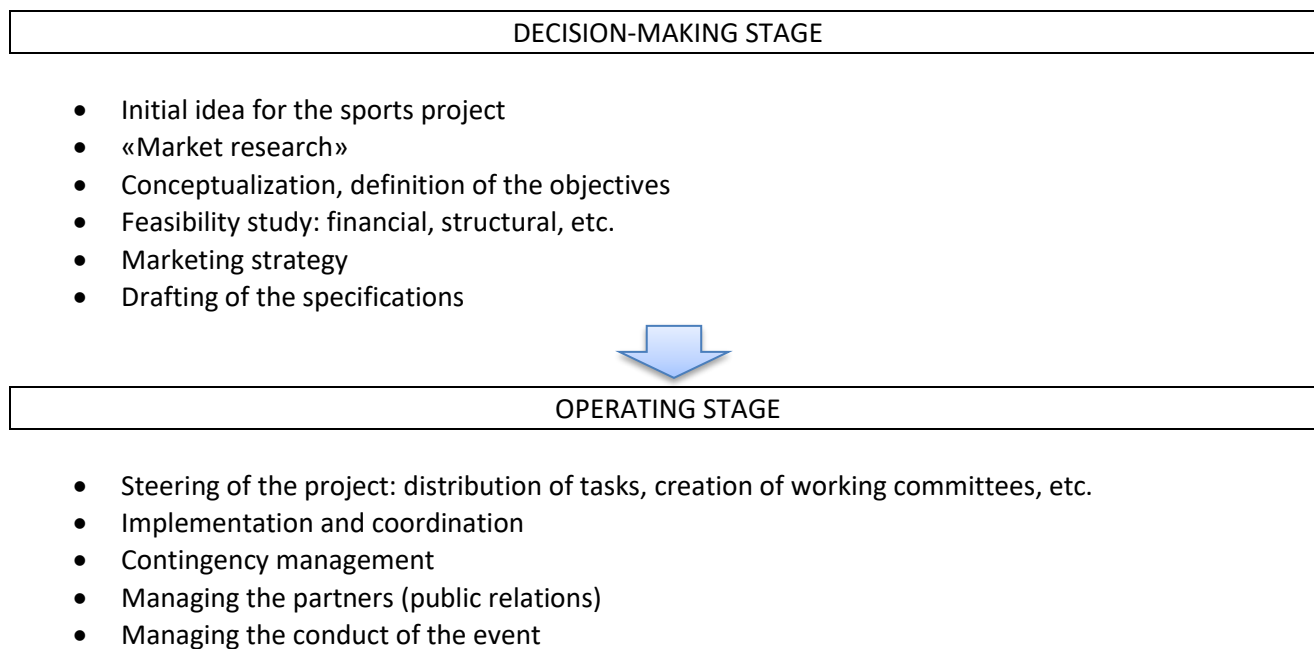
Examples: participation, commitments, meeting schedules, fees, procedures for the different classifications, protocol, etc.

1.3 Project Management

An event, whatever it is, must, therefore, be structured. It supports strategy of action which must bring a specific methodology into play.

The organisation of a sporting event can be described as a project, i.e. an objective which is to be achieved by the participants, in a specific context, within a given period, with definite resources, requiring the use of a proper approach and the right tools.

An overall approach for the project is a specific approach which allows methodological structuring and a gradual response to a future reality. It can be considered that there are three main stages involved to do this.





ASSESSMENT STAGE

- Balance sheet: sport, financial, human, media
- Assessment of the economic effects, reputation, image of the event
- Future prospects
- Report

2 HUMAN RESOURCES

The organiser is responsible for the proper conduct of the operations with regard to the competitors, sponsors and spectators. Apart from his own credibility, the credibility of his Federation and of the UCI depends on the success of an event, which will be judged by the public, riders and journalists. The proper conduct of the operations depends on the care taken in planning and preparing for the event. The following list constitutes a possible organisation chart. There is no ideal structure. Each organiser must establish his own organisation chart by possibly drawing inspiration from the list below.

2.1 Staff organising the event

Events manager

He has a management role and must motivate, involve and make his team aware of its responsibilities. He supervises operations before and after the event and reports on any decisions connected with the overall organisation of the event. His brief, which is not exhaustive, covers the following aspects: course, competition programme, promotion, public relations, award ceremonies, police, coordination with the UCI / host Federation, etc. Collaboration with the UCI / host Federation, on a permanent basis, is essential for the proper conduct of the event.

Technical manager

He supervises the technical operations. His brief, which is not exhaustive, covers the following aspects: course, marking-out, map-making, security, design and development on the site. He takes the necessary steps to ensure that the training sessions and races are safe and to provide the arrangements and facilities required. He coordinates the organisation of the event and has colleagues around him who are suitably qualified to carry out different tasks.

Registration Coordinator

He supervises registration. He records the payment of the registration fees and classifies each registration. He also supervises all the registration operations on site, including the distribution of the handlebar number plates and the race numbers. He collects the exemptions, waivers and other forms signed by the participants. He sees to it that the riders receive the proper race numbers. He works closely with the General Secretary and the General Secretary of the Commissaires Panel if there is one. He can be asked to train and supervise the voluntary workers.

Marshals Coordinator

He supervises organising the security presence (staffing, positioning on the circuit, written instructions, equipment: flags, whistles, uniforms, etc.). He particularly sees to the safety of the riders and spectators. In collaboration with the Technical Manager, he decides the route taken by the access roads to the spectator zones. He provides refreshments for lunch. His brief, which is not exhaustive, covers the following aspects: keeping spectators off the course, checking that the riders follow the right course and complete it in full in

the proper way. He takes action to ensure that medical assistance is effective in the event of injury in the zone supervised by him and to signal any unforeseen danger/risk or accident which has occurred further along the course.

Feed / Technical Assistance Zone Coordinator

He ensures that the zone is set up and signposted in accordance with the directives of the Technical Manager. Making sure the feed zones are clearly marked as to where they begin and where they end and clean-up of area after the event is over

Works Coordinator

His brief, which is not exhaustive, covers the following aspects: setting up the start area and finishing zone, the podium, the zone reserved for awards ceremonies, the grandstands, the framework for banners and tent facilities. Knowledge of electrical requirements for the start area/finishing zone, the public-address system, the technical area, the VIP area. The works sets up all the structures and removes them under the responsibility of the coordinator.

Awards Ceremony Coordinator

He supervises the conduct of the operations, programme planning, organising ceremonies according to protocol or other related proceedings. He must work closely with the announcer. His brief, which is not exhaustive, covers the following aspects: preparation of the area set aside for the awards ceremony, preparation of the bouquets, cups and/or medals, jerseys.

Accommodation Coordinator

He supervises this aspect of the event for the staff of the UCI, the host Federation, sponsors, representatives of the timing company if there are any, etc. He endeavours to negotiate a discount on accommodation for the competitors and teams, taking advantage of the large number of participants. He can also help teams to look for and/or make hotel or lodgings reservations by providing a list of establishments located in the vicinity of the competition.

Medical Coordinator

He supervises the medical operations and submits a detailed study beforehand: the number of staff provided, logistics for the transport and evacuation of the injured, indication on the course map of the number of staff available and their position on the course. He coordinates a team of medical assistants during the training sessions and the races. After the race, he sends a report to the Commissaires Panel regarding all the cases treated.

Results Coordinator

Where necessary (Commissaires Panel, press, announcer, spectators, etc.) he reproduces and distributes the start lists then the results, and other communiqués efficiently. He works closely with the secretary, the finish judge and the person responsible for timing. Together with the President of the Commissaires Panel, he is responsible for seeing that the results of the event are sent off.

Official of the timing company

He supervises the timing, ranking of the riders, registration and data collection. The company must quickly draw up the start lists, results and rankings, if necessary and it works closely with the Commissaires and the Organising Committee.

Media Coordinator

He is present in the press room at all times and has a good knowledge of the MTB event and of the equipment made available (telephones, Internet, faxes, photocopier, etc.). He supervises this aspect before, during and after the event. He sends press releases. He must ensure that media participation is as extensive as possible. He satisfies the needs of the media and sees to it that the necessary resources are provided: start lists, results, information about the sponsors, press kits, food and beverages, etc.

Hospitality Coordinator (VIP area)

He supervises the organisation of the VIP area and satisfies the needs of the guests. It is important that this person has a good knowledge of the sport and also an ability to communicate well and that he likes public relations.

Announcer

The organiser must supply one or several qualified announcers. In their own personal way they provide information about the race and bring it to life for the riders, spectators, sponsors and the media. They broadcast the announcements of the sponsors and provide a positive image of the mountain bike discipline, the organiser, the host Federation and the UCI. They are also responsible for providing the commentary for the awards ceremonies.

Security coordinator

He plans the security operations and works closely with the events manager. Plan a shift for the security manpower at important locations: Entrance to the venue (check for accreditation and who is allowed where), at the Start and Finish area, podium area.

However, in your organisation chart, do not forget the people working slightly more «behind the scenes» such as the General Secretary who will be responsible for the whole of the administrative sector, legal obligations, relations with the different service providers, etc. Also, do not forget the Accountant, who will manage the forward and current planning of revenue and expenditure as well as any tax obligations.

2.2 Commissaires Panel

2.2.1 Commissaire appointed by the UCI

President of the Commissaires' Panel (PCP)

As «Referee» of your event, he draws up a report for the attention of the UCI Coordinator. He has the status of International Commissaire and supervises the whole event: procedures relating to the start, all the officials/Commissaires and the results service. He sees to it that the regulations are applied and respected in all circumstances and works with the Race Manager. He studies any possible sanctions with the competent officials and makes a note of any complaints aired by the riders. Contact between the two parties (PCP – Organiser) before the event is important.

The organiser must send the following information to the PCP:

- A technical guide for the event
- An event programme
- A list of hotels
- The dates and places of the various meetings



The PCP must send to the organiser:

- The date, time and place of arrival (station, airport, etc.)

The President of the Commissaires Panel represents the final authority of the UCI for all aspects of the sport. He is appointed and remunerated by the UCI.

2.2.2 Commissaires appointed by the National Federation

Finish Line Commissaire

As his title indicates, he is positioned near the finish line and judges its legality as well as the finishing order of the competitors. He is responsible for backup timing. In the event of any doubt, it is his timing which is declared official.

Start Line Commissaire

He checks that the riders are present at the start, that their race numbers are correct and that they are wearing regulation clothing. He starts the race in accordance with the procedure in force. He is also responsible for one of the technical assistance / refreshments zones.

Assistant Commissaires

Each Assistant Commissaire occupies a strategic point of the course in order to see that the regulations are applied. They assist the President of the Commissaires Panel and advise him of any accidents and offences. At the least, they have the status of National Commissaire. Their duties are specified by the President of the Commissaires Panel.

Secretary of the Commissaires panel

He is responsible for registrations and checking licences. He distributes the necessary lists to the other Commissaires, to the announcer, press room, etc. and ensures that they are displayed. He sends the start list to the timing company.

2.3 Volunteers

The volunteers are entrusted with a large number of tasks. Provide a sufficient number of people and give each one a specific task in order to avoid any problems on the day the event takes place. It is important to recruit sufficiently early in a number of different ways: Internet, written requests to members of clubs in the region, etc.

Volunteers workers can be motivated in the following ways, by:

- Organising friendly get-togethers before and after the event (charged to the budget right from the start of initial planning).
- Distributing an out-of-season information bulletin;
- Distributing a bag containing various «goodies» and/or products often given by the sponsors or trade teams (caps, key rings, pens, etc.).
- Providing a tee shirt or uniform to staff in order to facilitate identification.

Be careful! Volunteers, by definition, are not paid. Make sure, therefore, that you make them feel important by paying them special attention so that they do their job conscientiously and stay throughout the event.

3 DESIGN AND DEVELOPMENT OF THE VENUES

The design must allow the movement of riders, staff of the teams and spectators to be regulated in a harmonious way and allow the start area/finishing zone to be set up and the banners and other promotional material to be distributed. Plans showing access to the site via diversions must be provided. They show how the spectator zones can be accessed without obstructing the race. These proposed alternative routes must be clearly marked long their whole length.



An infrastructure which is both reliable and suitable is essential for the proper conduct of the competitions. Successful organisation certainly depends on the amenities set up and their planned operation.

Visual identification

Visual identification of the facilities by the riders, teams, media and the general public must be put in place. For each site it is, therefore, necessary to ensure that:

1. the places are carefully chosen;
2. they are easily located and identified;
3. they are listed on the site plans;

This means of identification must be in the language of the country hosting the event but also in English or French.



Changing-rooms and showers

In order to offer additional comfort for the riders, particularly in cold weather, it is strongly recommended that changing-rooms and showers should be nearby.

Bike wash area.

4.1.046 The organiser must provide a bike **washing** area.

It is ideal to set it up on asphalt. Wooden pallets make a good floor if the area becomes too muddy due to rain or high usage of the water jets. The bike wash must be available free to all.



Public-address system

The public-address system is sufficiently powerful to keep the spectators, who are in the start area and finishing zone, informed.

Catering

Establish a suitable catering system which allows hot and cold meals to be served.

Car parks

The car park used by the teams must be guarded, separate and quite big in order to accommodate the different types of vehicles used by the teams. The car park for the officials, media and VIPs must be as close as possible to the start area/finishing zone, the registration room and the press room.

If the car park for the general public is a long way from the venue, a shuttle system must be provided to facilitate the movement of spectators.

Registration and accreditation office

This must be spacious and well organised to allow people to move freely and quickly (if possible avoid using tents). Provide the appropriate resources: heating, lighting, power supply point for the sector, Internet access, fax, photocopier, etc.

Organisers' office and press room

The ideal solution is to provide two rooms in a building near the registration office. Tables and chairs should be provided in sufficient numbers as well as Internet access, telephone, fax, photocopier, etc.

Commissaires' room

This must be situated not far from the registration office. Provide a secure room in order to allow the commissaires to leave their belongings during events and also provide tables and chairs in sufficient quantities. Consider the possibility that the commissaires may need to plug in a computer, printer or something else. It is, therefore, essential that the room is fitted with a sector power connection and Internet access.

Toilets

Provide toilets for use by the riders, staff and spectators on the basis of one unit per 600 users. The toilets must flush. They must be checked and cleaned on a regular basis. It is worthwhile placing toilets near the starting line and at places occupied by the teams.

Accommodation and Transport

Provide and pay for the accommodation of the Commissaire appointed by UCI and the representative of CADF (when needed) as well as transport from the airport to the site as well as on site (when necessary).

4 EVENTS

4.1 Arrangements which apply to all the events

General information

Provide backup solutions, because a course which is impassable if the weather is bad is synonymous with failure. Do not underestimate the need to prepare alternative routes which must be passable in any weather. Take all the necessary steps in terms of insurance. Test the equipment and the security systems before the event.

Regulating the movement of spectators

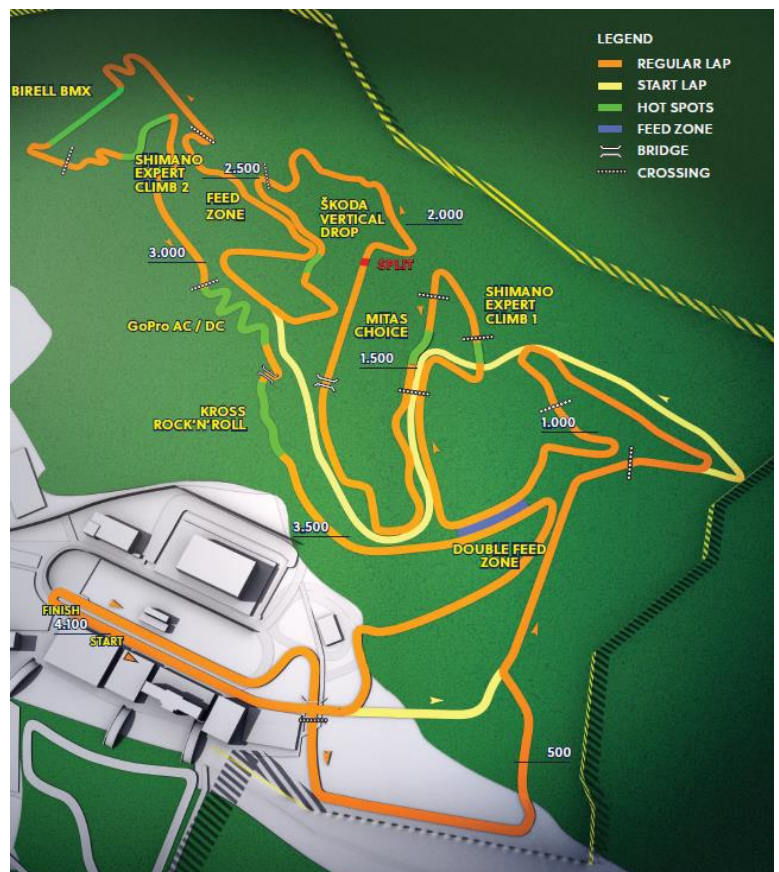
Think carefully about the system in regards the start area/finishing zone, and at crossing points on the course. Also ensure that the accreditation system (if there is one in place) is mastered and respected by the staff.

Course map

A map must be made for each circuit. The maps are made available to the Commissaires Panel, the teams and the general public via the electronic bulletin board, the official programme.

Each map must provide the following information:

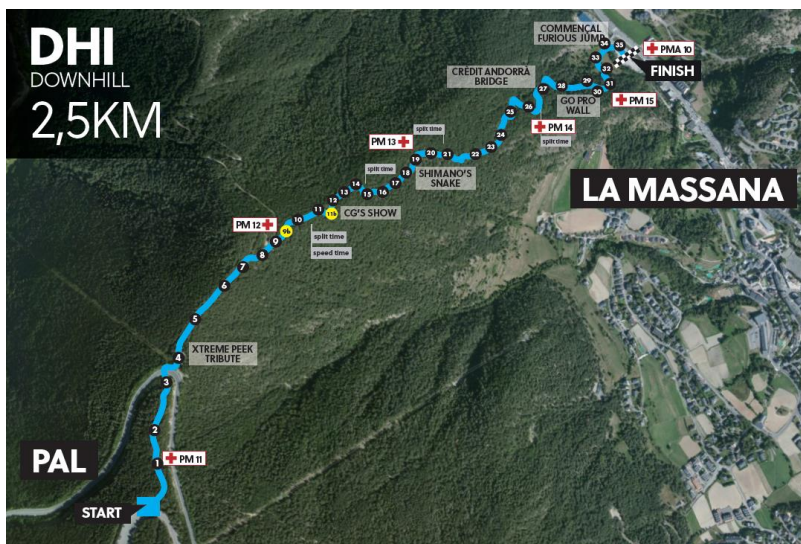
- Course, with the distances every kilometre and overall;
- Start area/ finishing zone(s);
- Technical assistance / refreshments zone(s);
- Profile of the course (maximum and minimum altitudes, distance per lap);
- Best viewpoints, names of the most interesting sections of the course;
- First-aid posts;
- Access roads for the spectators;
- Bridges, footbridges or fords;
- Mechanical ascending aids



Map for organising first-aid

An essential map for the organiser, first-aiders and marshals. It must show:

- Course, with the distances every kilometre and overall;
- Precise location (numbered) of the marshals and of each first aid post ;
- Where the red flags are for the downhill;
- Stand-by and parking area with access roads for the ambulance-first aid vehicles;
- Evacuation route and approximate travel time to the nearest Hospital;
- «Landing area» for the helicopter;
- Start area / finishing zone;
- Technical assistance /refreshments zone



Map for the media

The better the conditions offered to the media are, the greater their satisfaction. Provide a very detailed map of the circuit showing:

- The best places for filming and for taking photos;
- Short cuts which can be used between different points on the circuit;
- Press room

Marshals

The marshals are extremely important for an event. They are the main point of contact between the general public and the event. They must be recognizable and must be able to be easily identified by wearing a distinctive uniform. They are important ambassadors for the discipline and their dealings with the general public and the press will be remembered by each and every person once the event has ended.

Their specific responsibilities, which change according to the type of event, consist of:

- Ensuring that the spectators remain within the specified zones outside the course.
- Helping spectators to cross the course;
- Ensuring that medical assistance is provided if necessary;
- Informing the riders of accidents and/or dangers;
- Carrying out necessary repairs as soon as possible (marker poles, safety tape, etc.);
- Pointing out any unfair conduct, any failure to follow the route and any other serious offence (this information is considered confidential and must only be discussed with the Marshals Coordinator, the President of the Commissaires Panel or another member of the Commissaires Panel when the incident occurs or as soon as possible afterwards);
- Noting down any offence committed by the riders;
- Helping the media to work in the most professional and safest conditions possible.



You must provide them with:

- A list of the accreditations allowing them to access the different sectors;
- A first aid map;
- A radio or walkie-talkies (if necessary);
- A whistle;
- Repair equipment (safety tape, spare marker poles, zip-cable ties/plastic jubilee clips, etc.);
- Food and beverages for the day;
- Bin bags for cleaning their sector at the end of the day;
- Flags (red and yellow for the downhill, yellow for the cross-country);
- Paper and pencils for taking notes relating to incidents.

Do not forget that they are outside for a very long time, generally in mountainous areas, where the weather can change rapidly. Advise them to take a bag containing everything they need, including a jacket, a raincoat, sun protection, etc.

The minimum age for marshals is the age of legal majority of the country where the competition takes place

For maximum security, marshals, in collaboration with the President of the Commissaires Panel, must be briefed on the morning of the event by the Race Manager or the chief marshal for the purpose of giving final instructions. Remind them of how to react when faced with the different situations which may arise.

Key points for marshal placement:

- Each marshal must be in eyesight of each other (for Downhill)
- Extra marshals must be placed at high-risk areas
- Extra marshals must be placed at areas with large volumes of spectators
- Marshals must be placed in safe areas of the track, away from high-speed crash zones
- Each Marshal point must be clearly marked on course with a sign displaying its number

Extra marshals should be placed at spectator crossing points.

Marshals must be properly briefed and familiar with all relevant UCI regulations. Proper marshalling is a key element in reacting to an emergency.

Inflatable arch

Be careful! For safety reasons, inflatable arches cannot be placed above the course but only alongside it. A new Article in the rules stipulates this specific point:

4.1.045 *Inflatable arches crossing the course are prohibited, unless held up by a solid structure.*

An inflatable arch will be able to be used to indicate the starting line if, and only if, the starting line is outside the circuit.

4.2 Cross-country Olympic (XCO)

Presentation of the discipline

Cross-country has been an Olympic discipline since 1996. It is an endurance sport where strength, an ability to accelerate quickly and technique are put to the test. Competitions last approximately 1h30 hours.



Definition

The circuit for a format cross-country Olympic event shall be between 4km and 6km in length.

The course must follow article 4.2.001 (below chart) for the minimum and maximum time and distance.

The course must be marked every kilometre by a sign indicating the distance remaining to the finish line.

4.2.001 *The duration and lap length of cross-country Olympic event in the different race classifications in the table below must lie within the following ranges or as close as possible to the race length (in hours and minutes).*

	<i>World Championships World Cups Continental Championships Hors Class Class 1</i>		<i>Class 2</i>		<i>Class 3</i>	
	<i>Race time</i>	<i>Lap length</i>	<i>Race time</i>	<i>Lap length</i>	<i>Race time</i>	<i>Lap length</i>
<i>Men Juniors</i>	<i>1:00 – 1:15</i>	<i>4km – 6km</i>	<i>1:00 – 1:15</i>	<i>4km – 10km</i>	<i>1:00 – 1:15</i>	<i>No restriction and any race format</i>
<i>Women Juniors</i>	<i>1:00 – 1:15</i>		<i>1:00 – 1:15</i>		<i>1:00 – 1:15</i>	
<i>Men Under 23</i>	<i>1:15 – 1:30</i>		<i>N/A*</i>		<i>N/A*</i>	
<i>Women Under 23</i>	<i>1:15 – 1:30</i>		<i>N/A*</i>		<i>N/A*</i>	
<i>Men Elite</i>	<i>1:20 – 1:40</i>		<i>1:30 – 2:00</i>		<i>No restriction</i>	
<i>Women Elite</i>	<i>1:20 – 1:40</i>		<i>1:30 – 2:00</i>			

* under 23 compete with elite

The UCI will appoint yearly a certain number of UCI junior series XCO events.



XCO Circuit parameters

The criteria for a good circuit are varied such as road sections, forest tracks, fields, and earth or gravel paths, and include significant amounts of climbing and descending. Naturally, the circuit must represent a challenge for the best riders, but it must also present a level of difficulty which is achievable when on a bike and must meet safety and visibility requirements as far as the media and spectators are concerned.



The whole circuit must be feasible when on a bike, whatever the natural conditions and weather conditions may be. Parallel sections must be provided on sections of the course likely to deteriorate easily. It is essential to take the risks of bad weather into account and to see to it that any changes required are anticipated from the start.

When designing a course consider the requirements of spectators and when applicable television, as well as the riders. Creating a course in a small area allows spectators to see the riders multiple times per lap, and can be a big advantage for television coverage and production if applicable. A smaller area creates a nicer event atmosphere and is easier for you to manage.



The course also needs to keep spectator accessibility in mind. Alternative routes for spectators should be designed which give access to viewing areas. These routes should be clearly marked using directional signs

Design your course so that no riding or walking on the course is required to access spectator points.

If there are natural obstacles or interesting sections on the course be sure to provide easy access for the spectators to maximize the effect of such sections.

Course parameters

Do not include man-made obstacles simply to entertain the spectators. If certain natural obstacles or interesting sections are near the start area/finishing zone, they must be highlighted and indicated.

Before the UCI carries out its inspection, the positions allocated to the marshals must be numbered. This makes it much easier to indicate the sections where work may take place and above all, help the person carrying out the inspection to assess how the marshals are distributed along the course.

Steep and/or potentially dangerous downhills must be marked using safety tape. The tape is fixed to slalom marker poles, which are made of PVC or other materials, generally around 50 centimetres above the ground. Metal marker poles are prohibited.



At appropriate places along the circuit (for example, on walls, tree stumps or tree trunks), take measures to protect the riders by using several mattresses or ad safety padding. The safety padding should be fixed in such a way that it does not give way on impact.



Every time the situation dictates (for example, at the edge of a precipice, a tight bend at the foot of a downhill), safety netting must be put in place. Any sharp-edged wire netting is banned. It is possible to use a fine structure but with a hole size measuring a maximum of 5 cm x 5 cm.



Bridges and ramps made of wood must be covered with a skid resistant material (abrasive paper, carpet, etc.).



Where possible, roots, stumps, protruding rocks, etc. should be sprayed with fluorescent biodegradable paint to give increased rider reference at speed. Large roots in damp single track sections may have notches cut in them which will not affect the tree they belong to, but will stop the tyres of the bike slipping along the root.

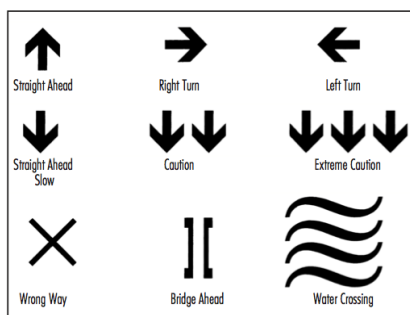


Wooden steps: If absolutely necessary ensure they are well covered with anti-slip or have notches cut into them, which will stop the tyres of the bike slipping along the wood.



The course must be clearly marked out using safety tape, etc. In a situation considered potentially dangerous, a system of signs must be used.

This system is described in *Article 4.2.025* of the UCI rules.



A map (A4 or A3 format) showing the different circuits and zones of the course must be given to the riders, teams, journalists and spectators.

An enlarged copy on a visible board near the registration office is a plus. Show the system of arrows used as signs in order to avoid any confusion with a system which already exists.

A motorbike must be used to clear the course and to warn the marshals and spectators of the imminent arrival of the riders (it must remain a good distance from the first rider so as not to hamper his progress). It must indicate the number of laps remaining by displaying this information on the front of the vehicle.

A motorbike can also be used to close the course by remaining at a reasonable distance, i.e. approximately 100 metres behind the last rider, so as not to hamper him.



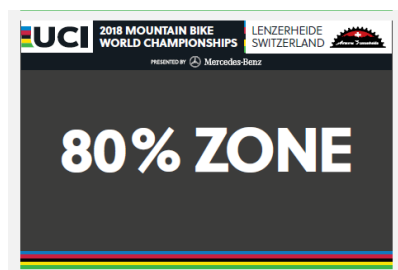
Call up area

Provide call up boxes near the starting line. These areas (grouping the riders in race number order) are provided to facilitate the call up. The size of the areas must be adapted to the space available and the number of participants; ideally, they should hold 20 to 40 riders for each box.



80% zone in XCO races

An 80% exit location will be decided on-site during the course inspection by the TD in conjunction with the PCP. At this location, a short corridor will need to be implemented to allow the riders to leave the course in order and have their transponders removed. This can be created with either barriers (6-8) or posts/tape.



"80% Exit" signage should be prepared and be available for implementation once the exact location has been agreed.

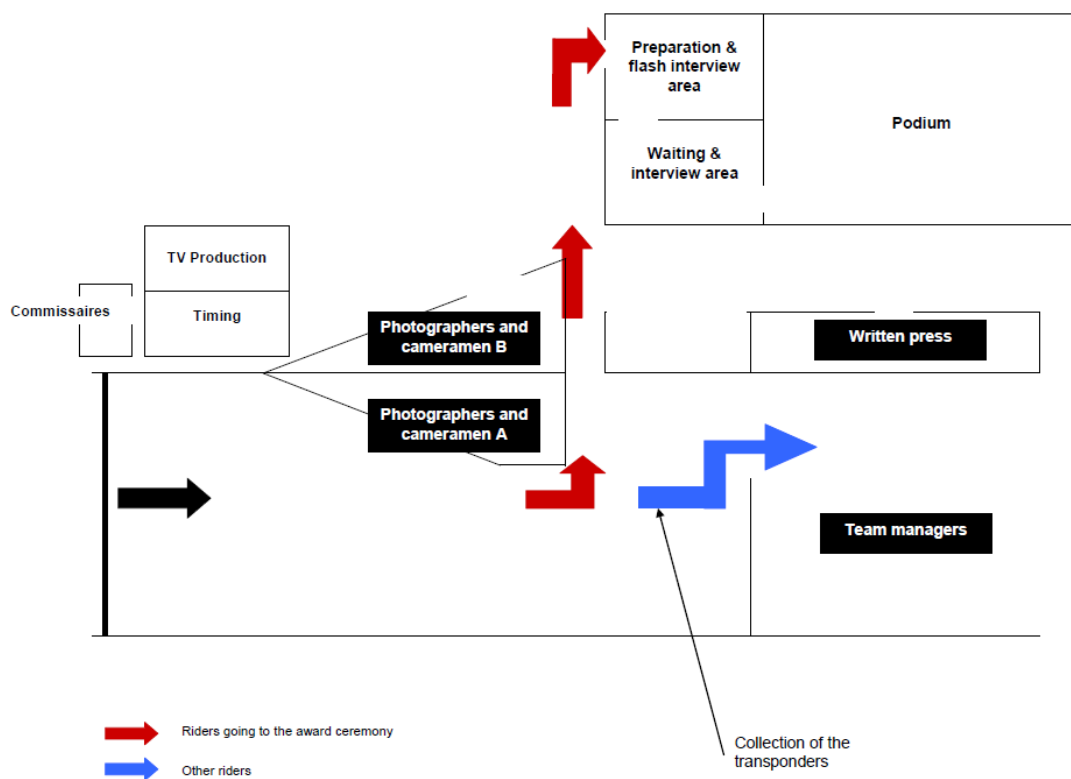
Start / Finish area

The start banners or arches must be placed immediately above the starting and finish lines at least 2.5 metres above the ground and all the way across the entire width of the track.

The starting line must be at least 6 metres wide over a minimum distance of 100 metres after the line. It must be laid out in a flat sector or on an upward slope.

The start must be on a flat or uphill section of the course. The first section after the starting line must be obstacle free to allow the bunch to gradually spread out.

Barriers made of a hard material are required on both sides of the course approximately 100 metres before and 50 metres after the finish line. The finishing zone must be at least 4 metres wide over a minimum distance of 50 metres before the line and 20 metres after it. It should be laid out in a flat sector or on an upward slope.



Feed / technical assistance zone

Provide a zone which is between 75 and 200 metres long, in a flat sector or on an upward slope, where speed is sufficiently low and in a place which is wide enough to allow riders who are not taking refreshments or those who have already done so to be able to pass by without incident. Technical assistance and refreshments are always taken on the right-hand side. Two zones or a double zone are judiciously set up on the course (ideally, one should be close to the starting line). The zones must be clearly identified.

At least 'two for XCO, and three for XCM zones' must be judiciously set up on the course.



Here are the rules relating to technical assistance:

- 4.2.035 *Feeding is permitted only in the zones designated for that purpose, which are also used as technical assistance zones. The zone is called feed/technical assistance zone.*
- 4.2.041 *Physical contact between feeders/mechanics and riders is permitted only in feed/technical assistance zones.*
- Water bottles and food must be passed up to the rider by hand by the feeder or the mechanic. The feeder or mechanic is not permitted to run alongside his rider.*

- 4.2.044 *No rider may turn back on the course to reach a feed/technical assistance zone. Any rider doing so is disqualified. Only within the feed/technical assistance zone itself, a rider may turn back without obstructing other competitors.*
- 4.2.045 *Technical assistance during a race is permitted subject to the conditions below.*
- 4.2.046 *Authorised technical assistance during a race consists of repairs to or the replacement of any part of the bicycle other than the frame. Bike changes are not permitted and the rider must cross the finish line with the same handlebar number plate that he had at the start.*
- 4.2.047 *Technical assistance can only be given in the feed/technical assistance zones.*
- 4.2.048 *Spare equipment and tools for repairs must be kept in these zones. Repairs and equipment changes can be carried out by the rider himself or with the help of a team-mate, team mechanic or neutral technical assistance.*
- 4.2.049 *In addition to technical assistance in feed zones, technical assistance is permitted outside these zones only between riders who are members of the same UCI elite MTB team, UCI MTB team or of the same national team.*

Riders may carry tools and spare parts provided that these do not involve any danger to the rider himself or the other competitors.

Safety and first aid

The establishment of first aid services must allow assistance to be given to riders and spectators as quickly as possible, over the whole circuit. Take the necessary steps when allocating marshal positions.

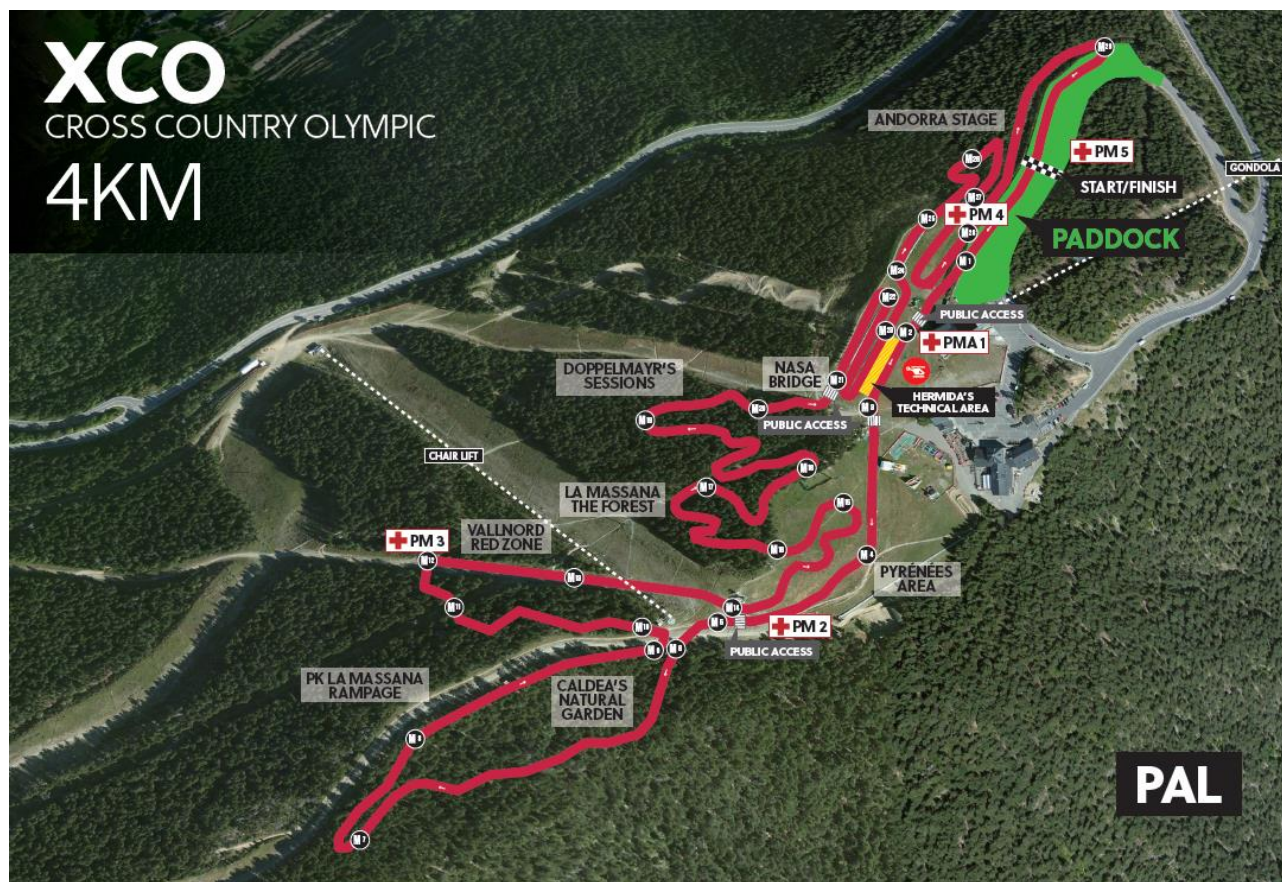
Provide each marshal with the map for organising first aid so that he can pinpoint its location in the event of an accident.

The radio communication system must cover the whole course with no «dead areas» uninterrupted coverage. The marshals and the first aid service must all be in close contact with each other by radio and with the organisers and the Commissaires.

- 4.2.057 *The organiser must take the measures required to facilitate the rapid evacuation of injured persons from any point of the course. All-terrain vehicles (motorcycles, quads, etc.) and experienced drivers must be available to reach difficult areas quickly. Potential hazard areas must be clearly identified and must be accessible by ambulance (four-wheel drive if necessary).*

Marshals working on potentially risky stretches of the circuit must have a yellow flag which must be waved, if there is a spill to warn the other riders. Ideally, in these sectors, marshals should stand in direct view of their nearest colleagues. They signal the arrival of the next rider or riders with a short, shrill whistle.

Below is an example of a map giving the necessary information regarding the first aid:



4.3 Cross-country marathon (XCM)

Presentation of the discipline

A Cross-country Marathon event must cover a minimum distance of 60 kilometres and maximum of 160km. Only the start and finishing lines may be located at the same place.



As with a Cross-country Olympic event, the marathon course must present a level of difficulty which is achievable when on a bike and is safe. The course must present a range of terrains capable of showing off to advantage the athletic and technical skills of the participants.

XCM Circuit parameters

Have a wide range of different conditions and avoid giving the course a configuration where the same type of terrain occurs too often. Moreover, combine difficult sections and easier, open sections, by creating uphill and downhill so as to vary the length and the slope angle.

The course must be lined with a sign every 10km showing the distance still to be covered. The last five kilometres must also have a sign showing the distance.

In term of starting area, start/finish area and feed/technical zone please refer to the cross-country Olympic section.

4.4 Downhill (DHI)

Presentation of the discipline

An individual race which is a time trial consisting of the rider finding the fastest racing line. A very spectacular discipline since the race is not over until the last rider has crossed the line.



The track is sloping, the incline great and the circuit technical. It includes some small jumps but also some other more spectacular ones.

In order to win, every physical, technical and mental skill is required.

Downhill parameters

The downhill must be designed as specified by the UCI rules:

4.3.004 *The course for a downhill must follow a descending route.*

4.3.005 *The course comprises varied terrain sections: narrow and broad tracks, woodland roads and paths, field paths and rocky tracks. There normally is a mixture of fast and technical sections. The emphasis of the course is to test the riders' technical skills and their physical ability.*

4.3.006 *The length of the course and the duration of the event are determined as follows:*

	Maximum
Course length	3500m
Duration of the event	5 minutes

	World Championships World Cup Continental Championships Class 1		Class 2		Class 3
	Minimum	Maximum	Minimum	Maximum	
Duration of the event	2 minutes	5 minutes	1 minute	5 minutes	No restriction

Do you require help to design or construct your downhill track? Your National Federation can point you in the direction of people who are competent in this field (technical delegate, former downhill racer, etc.). The UCI can also put you in touch with qualified persons (contact the UCI Mountain Bike Coordinator).

The whole circuit must be feasible when on a bike, whatever the natural conditions and weather conditions may be. It is essential to take the risks of bad weather into account in the design stage and to see to it that any changes required are anticipated from the start. Plan backup solutions should the rain make some tracks unusable. The technical delegate must have sufficient room for manoeuvre to make any changes dictated by the need for safety, if the weather conditions so demand. The circuit must allow overtaking on most of the course.

The riders must be in a position to constantly maintain a considerable speed. The final average speed for an elite event must be at least 40 km/h.

Make sure that the spectator zones are easily accessible.

Put appropriate signposting in place in accordance with the UCI rules.

Start area

Staging area must have the following: big enough space for the riders to warm up - portable toilets - information board for the start list - tables and chairs for transponder pick up (if necessary).



The start area must be covered in order to protect the Start Commissaire, Timing staff and the riders while they wait. The start area will have to be at least 2 metres wide

Finish zone

The finishing zone must be at least 6 metres wide. A braking zone must be provided which is obstacle free and laid out on a flat sector.

The finish banners or arches must be placed immediately above the finish line at least 2.5 metres above the ground and must cover the entire width of the track.

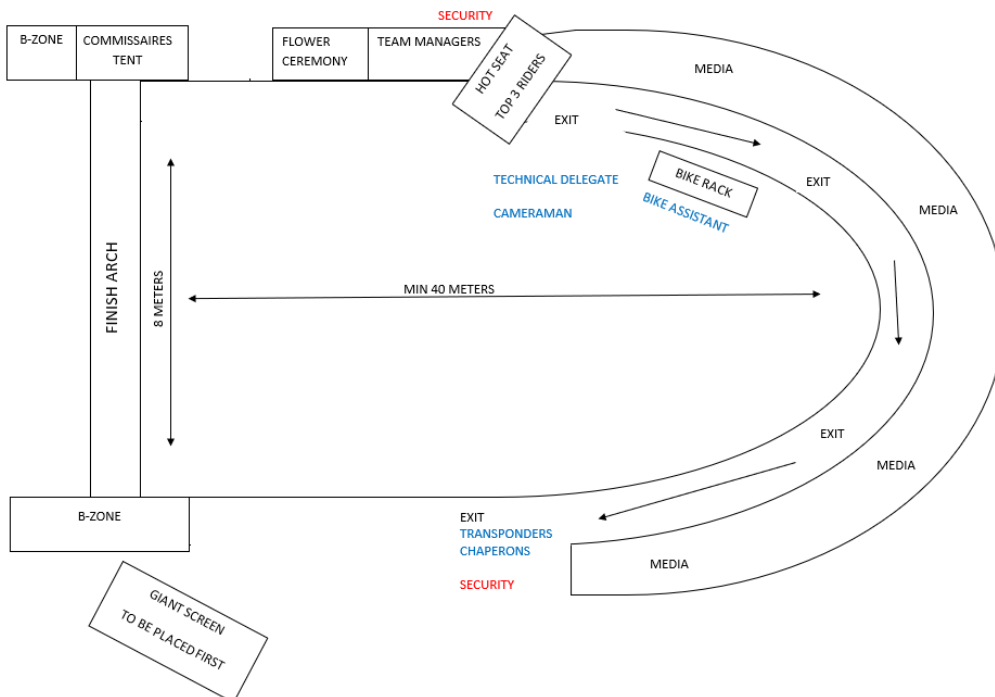
Barriers made of a hard material are required on both sides in the area around the line (before and after).



A «Hot Seat» must be placed in the finish zone. The rider holding the best time must sit in this place and await the arrival of the other riders until another rider beats his time. Show some originality when making the Hot Seat! Drinks should be provided to the riders finishing the race as well as on the hot seat.

Finish bowl

The finish area must be at least wide. A braking zone of minimum 40m free of all obstacles is required after the finish line. Sufficient barriers must be put in place before and after the finish line. The finish line must be at least 8 meters wide.



Safety and first aid

The entire downhill course must be marked by tapes fixed 50cm from the ground on PVC or wood stakes. Metal stakes must not be used.

4.3.008 *The use of straw bales to mark off the course is not permitted.*

Marking poles must be angled towards the outside of the course.

4.3.007 *The entire downhill course must be marked and protected with tape or barriers, using non-metallic, preferably PVC, stakes (slalom stakes) 1.5 to 2 meters high.*

Trees must be covered with good quality pads.



Rubber matting on all wooden bridges and jumps is also compulsory.





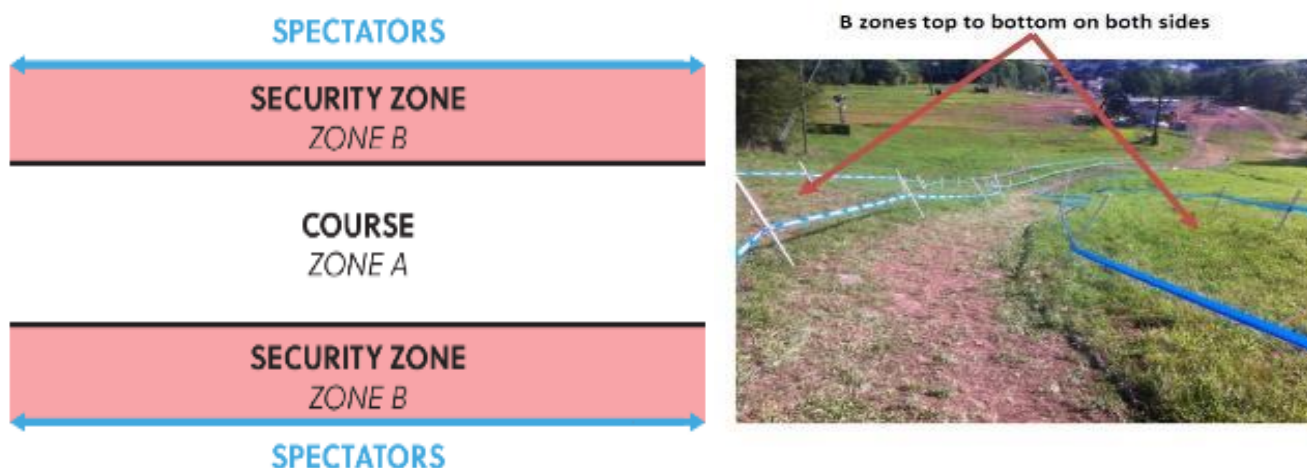
In appropriate areas, catch nets which comply with ski federations norms must be used. Therefore, it is strongly recommended to use mesh fencing covered by a canvas plastic sheet in dangerous / extreme sections.

At certain points of the course, it is necessary to provide protection using straw bales, mattresses or other padding (for example for walls, stumps or tree trunks). The protection is attached so that it does not move out of position after an impact.

The organiser must also spray biodegradable fluorescent paint on roots, stumps and projecting rocks to allow riders covering the course at speed to spot the obstacles quickly and easily.

Protective netting must be installed where required (for example next to a drop or at a tight corner at the bottom of a descent). Chain-link fences must not be used. Fine netting may be used, but the mesh must not exceed 5 x 5cm.

In very fast and dangerous sections, where the rider line is close to the course boundary, B lines must be installed as per diagram:



Articles of the UCI rules concerning the marshals:

- 4.3.015 Each marshal must be located in direct line of sight of the next. They signal the arrival of riders with a short, loud blast on a whistle.
- 4.3.016 The marshals must be provided with flags so that the safety system below can be used.

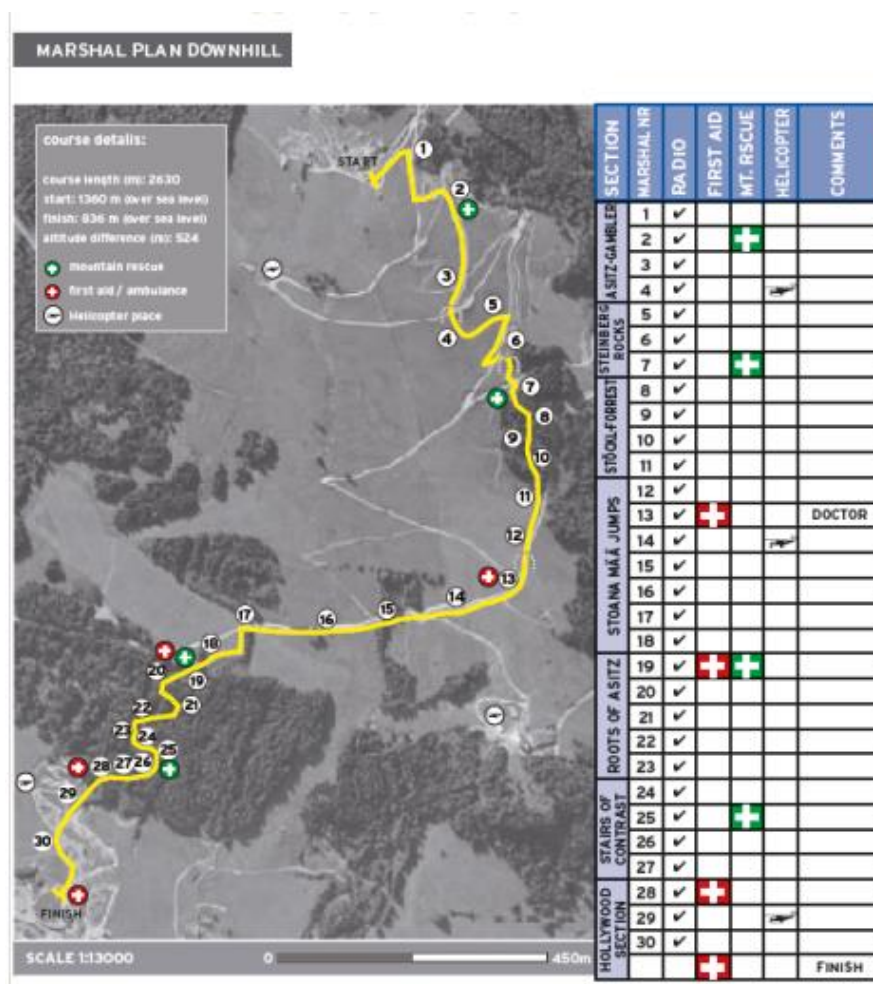
4.3.017 During official training every marshal must carry a yellow flag which must be waved in the event of a crash to warn other riders who must slow down.

The radio communication system must cover the whole course with no «dead areas».

Brief the marshals to make sure events are safe and to master all the flag handling, race stoppage and evacuation scenarios.

Draw up a marshal position plan (numbered) showing where the marshals and first aid people are positioned. This plan can be altered by the President of the Commissaires Panel when the course is inspected.

Below is an example of a plan showing the marshal positions:



Procedure for stoppage of races

The procedure for stoppage of races is carried out in the order described below by the UCI rules:

4.3.018 *Some marshals specifically appointed by the organiser and the marshal coordinator must carry a red flag and have a radio link on the same frequency as those of the president of the commissaires' panel, the organising director, the medical team, the marshal coordinator and, where present, the UCI technical delegate. They must be stationed at strategic points on the course such that they are in direct line of sight with their two closest colleagues earlier and later on the course.*

The red flags are used in training and racing.

Red flag marshals who see a serious accident must immediately notify the marshal coordinator by radio, who must as soon as possible notify the president of the commissaires' panel, the organising director, the medical team and, where present, the UCI technical delegate.

Red flag holders must immediately assess the situation of the crashed rider and continue reporting by radio to the marshal coordinator.

Red flag marshals who are not directly affected by an accident must follow the relevant radio transmissions. If they note that one of their colleagues further down the course is waving their red flag, they must immediately do the same.

4.3.019 *Riders observing a waving red flag during the race must stop immediately.*

A stopped rider must continue calmly to the finish and request a re-start from the finish line commissaire and wait for further instruction.

Training session

In accordance with the UCI Rules, training sessions must be conducted in the following way:

4.3.021 *The following training sessions must be organised:*

- An on-foot inspection of the course must be organised before the first training session.*
- A training session, the day before competition.*
- A training session on the morning of the race day.*

No training is permitted whilst a race is in progress.

4.3.022 *Each rider must complete at least two training runs on pain of disqualification. The start commissaire must ensure that this rule is applied.*

4.3.023 *Riders must start all training runs at the official start gate. Any rider starting a training run below the start line must be disqualified from the competition.*

4.3.024 *Riders must display their handlebar number while training as well as their back number during the qualifying round and the final.*

Transport/uplift, to the top of the course

The minimum passenger flow must be 100 riders an hour, including bikes.



If the transport system is shared by the riders and the spectators, the riders take priority. Make sure the operations flow smoothly. Avoid long queues and provide a sheltered staging area close to the start. Take measures to protect the bikes from being damaged during transportation. The organiser is liable.

Provide a suitable backup system in the event of breakdown: for example, vehicles (quad bike with a trailer, pick-up, etc.) instead of mechanical ascending aids, or a secondary access road if the main road becomes congested.

If a chair lift is used for transportation:

- Check that the persons in charge of the chair lift know the times of the official training sessions and of the races in order to avoid any unforeseen stoppages due to them having a break or because the sessions and races take place outside normal operating hours.
- Ensure that the chair lift has suitable hooks for transporting bikes safely and that staff are available to load and unload the bikes.

A technician must be present throughout the event to carry out repairs in the event of breakdown.

5 MARKETING

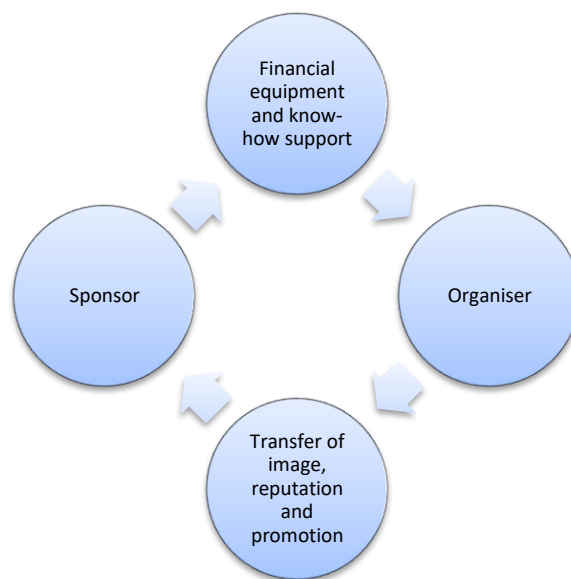
5.1 Sponsorship strategy

The partnership strategy must answer one question: how can costs be reduced?

In this spirit, the inclusion of institutional and technological partners is useful because of their financial support and their logistical contribution.

Another quite natural relationship with sporting events is sponsorship.

Logic behind sports sponsorship



Sponsorship is an agreement whereby a company gives an organisation its support in return for a certain degree of publicity, the terms and conditions of which are laid down in the agreement. For the sponsor, it is a question of buying advertising space in the hope of gaining benefits in terms of enhancing its reputation.

For this association to be meaningful, the event must benefit the company. Mountain bike is a young sport. First and foremost target companies and public which are linked to the discipline but also share its values.

5.2 Communication

The media

For sponsorship to exist, the mere association of companies with a sport is not enough. It is the media which gives this association a high profile and it is the media which provides part of the return on investment for the sponsors.

Television has an important role but it is neither sufficient nor exclusive. It is, therefore, important to invite the daily press (international, national, regional and local) and the specialised press in order to widen the range of media.

It is the duty of any event organiser to call on the media, as communication is something which cannot be avoided for promoting the event but also for developing the Mountain Bike discipline. Offering participants the opportunity to stand out in the media at a regional, national or indeed international level is important.

Other

The aim is not only to make the participants and possible spectators aware of the event but also to work on enhancing its reputation and that of the partners/sponsors involved.

There are numerous publicity materials:

Written materials help to promote the event and are equivalent to selling advertising space for the partners /sponsors:

- Poster
- Official programme
- Flyer
- Internet site
- Press articles

The visual materials allow the partners/sponsors to be present at the event and to communicate due to:

- Fixed publicity materials such as streamers, banners, hoardings, start and finish arches, etc.
- Mobile publicity materials such as vehicle marking.

6 ORGANISATIONAL ASPECTS

6.1 Equipment required

Timing system

Call on a specialised company so as to guarantee a minimum standard for timing events. Here is a check-list of the equipment which must be provided for the different events:

XCO	
OBLIGATORY	SUGGESTION
Lap counter	Transponders
Bell	Photo finish system
Starting gun	Double-sided clock
Manual timing	Alphanumeric score board
	Intermediate time
	Ranking and time lap by lap

XCM	
OBLIGATORY	SUGGESTION
Starting gun	Transponders
Manual timing	Photo finish system
	Double-sided clock
	Alphanumeric score board
	Intermediate time

DHI	
OBLIGATORY	SUGGESTION
Starting clock	Helmet with earphones
Radio communication system Start/Finish	Start gate
Manual timing	Intermediate time
	Double-sided clock
	Alphanumeric statistical table

Power supply

Provide someone who has a perfect command of the electrical system in order to be able to solve any problems arising during the event. This person must be able to be reached at any time.

Think about everything that requires electricity (public address system, timing and displays, inflatable arches, offices fitted with data processing equipment, telephones, fax, photocopiers, etc.) so as to ensure a power-on in complete safety.

Have one or several emergency power generating sets to overcome any temporary lack of electricity and provide extension cords so as to be able to bring the electricity to the start of the downhill, if necessary.

Tents

Provide a tent so that riders who have to mount the podium can change their clothes (cf. Diagrams XCO / XCM finishing).

Information board

Install a clear information board near the registration office or near the podium. Inform competitors and the media of its existence and location to save them asking the Commissaires and organisers questions about rankings, times, etc.

Different information can be shown on this board: map of the course, starting times, lists of the starters, results, list of the sponsors, announcements, etc.

One person on the Organising Committee must be in charge of the displays and information. Do not neglect this aspect which is a deciding factor for the proper conduct of the operations. From the very moment that the first results become available, this person must remain in contact with the team responsible for the results.



Official programme

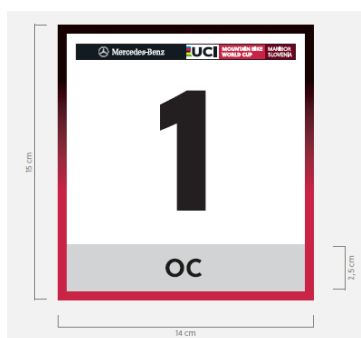
A programme can be supplied or can be sold to the general public. Indicate the following points (the list is not exhaustive):

- Information concerning the organisation, town, region, etc.
- Address by the President of the Organising Committee
- Calendar (if it is a heat of a Cup)
- Map of the course specifying the start and finish, technical assistance / refreshments zone(s), distance in kilometres, profile of the circuit, interesting viewpoints, first-aid posts, information points, etc.
- Times of the events
- List of registered riders
- Advertising pages
- Acknowledgements

Race numbers and handlebar number plates

It must comply with the UCI rules, Article 1.3.075:

- Height: 15cm
- Width: 14 cm



When it is time to put on the race number, give the riders 4 safety pins. For the handlebar number plate, also provide 4 «Colson» (zip ties) so that the rider can fit the number plate correctly.

Radio/Walkie Talkie

Provide radios that have full coverage of the entire venue-course. Plan a radio network diagram that includes separate channel for: race operations-safety (marshals & medical)-commissaires. Plus, a backup or alternate/spare channel, radios and batteries. Prepare a daily 'sign in-sign out' form.



6.2 Zones required

Team / expo area

These zones must be near the starting line and must be designed to allow the movement of people to be properly regulated.

A certain number of UCI MTB teams and companies representing the industry in general make an important contribution to the Mountain Bike events. As the contribution made by these teams and companies is a deciding factor for the success of these events, it merits special attention on the part of the people in charge. Position each person according to their status: teams / sponsors / exhibitors.

VIP area

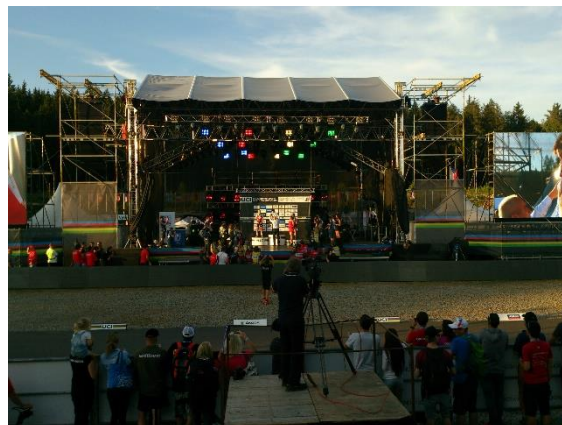
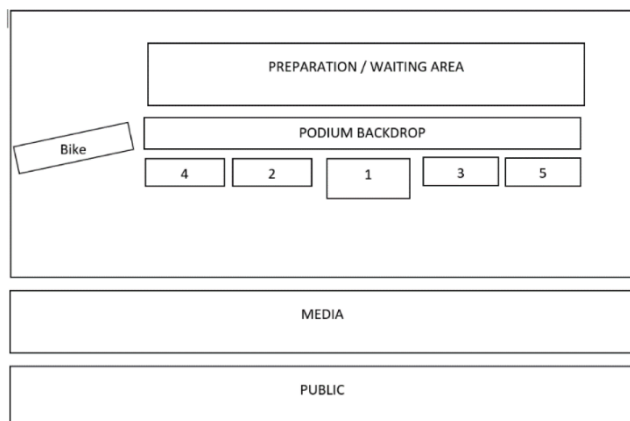
The VIPs must be made welcome as much as possible. Among them are important personalities from the region, sponsors of the event or even people from the National Federation. It is, therefore, important that these individuals form a favourable opinion of your event. This is why a VIP area must be set aside for them.

It must be covered and closed-in and have tables and chairs so as to make it as convivial as possible. Local specialities and beverages can also be served.

Podium

The area set aside for the awards ceremony must not be far from the finish line and preferably after it. If possible, place the podium so that it faces the sun in order to give the photographers and television companies the best possible conditions for taking shots. Ideally, the podium has to be raised and covered.

This area must be accessible to the riders, media and members of the organizing body only. Protect it by using barriers.



See to it that the photographers and cameramen are roughly at the same height as the podium in order to avoid low angle shots. Ensure that no photographer or cameraman leaves the media area and that he does not disturb his colleagues while trying to work.

Rigorous scheduling and presentation enhance the event. It is important to stick to the agreed schedule.

7 ACCREDITATIONS

The accreditation system is a complex system to manage. Accreditation is effective if, and only if the volunteers master the requirements for admission peculiar to each place. These places (such as the entrance to the building where the registration office is, the Commissaires' room, the press room or even the starting line and finish line, the awards ceremony area, etc.) must have restricted access and consequently only accredited persons can go there.

It is suggested that the colour code used by the UCI is also used. Certain information must be shown on each accreditation: category, surname, forename, specific duty. The ideal solution would be photographic identity but it is not compulsory. On the back, give a summary of the programme and a few emergency numbers.



Who has access to which zone(s)?

	Press room	Start and finish line	Feed/Technical assistance zone	Course (*)	VIP area
Team Managers / Team staff		X	X	X	
Press / TV / Media	X	X			
Organisation	Depending on the role of each person				
UCI Officials / Commissaires	X	X	X	X	X
VIPs / Sponsors					X

(*): in specific area

8 REGISTRATION ON THE UCI INTERNATIONAL CALENDAR AND RANKING

8.1 Registration in the UCI international calendar

Each year, the organiser must send to his National Federation a request for a registration form for his event. He must complete and return it to his National Federation. The NF then records the event in the international calendar via UCI's online registration system and also in its own national calendar.

1.2.006 *Each year, organisers shall apply to their respective national federations to have their races included on the world or continental calendar. By filing its application, the organiser commits to respecting the UCI constitution and regulations.*

The organiser of, cyclo-cross, mountain bike or BMX event registered on a national calendar in which riders of three or more foreign federations participated, two foreign federations for a track, trials or an indoor cycling event, must request the inclusion of the next edition of his event on the international calendar. The event shall not be included in the national calendar, except if its inclusion in the international calendar is rejected.

For MTB, BMX, BMX Freestyle and trials, this date is the last Friday of July as for track, para-cycling track and cyclo-cross, the deadline shall be set at December 15th.

The application of the national federations must be filed according to the instructions given by the UCI administration and confirms in any case the organiser's commitment to submit to the UCI constitution and regulations.

If a race is run over the territory of several countries, the race shall be included on the calendar only with the agreement of the federation of each country concerned.

If a federation does not transmit a request for inclusion on a calendar, the organiser of the race may approach the UCI directly.

ATTENTION new organisers! It is very important to take these Articles of the UCI rules into account:

1.2.009 *The first time a race is submitted for inclusion on the international calendar, the organiser shall submit documentation including at least the following information:*

- *type of race (discipline, speciality, format);*
- *description of the course including total length (in km) and, where applicable, that of stages and circuits;*
- *the type and number of participating teams and/or riders' categories wanted;*
- *financial aspects (prizes, travel and subsistence expenses);*
- *references concerning organisation.*

The documentation must be submitted to the UCI at the latest on the same registration deadline settled in Article 1.2.006 for the other disciplines.

1.2.011 *If the documentation is accepted, the race shall be registered for a probationary year, on a date compatible with the existing calendars. The race may be supervised by a UCI delegate at the expense of the organiser.*

8.2 Ranking

Definition

For each discipline (XCO, DHI and XCM), for the Men and Women categories, an individual ranking per team and per nation is compiled. A race which is registered in the international calendar is given a class (HC, C1, C2 or C3) according to the criteria specified by the UCI (quality of the circuits and of the organisation, safety, experience, etc.). A race, depending on its discipline and its class, awards a specific number of points to the riders according to their results – see point table in the UCI rules – Part 4 – Appendix - Point Tables.

The ranking is, therefore, the sum of the points gained by a rider, a team or a nation over all the international events.

4.11.008 *For events in the categories below, only the best results of each rider are taken into account:*

- *Class HC one-day events: the best 5 results*
- *Class 1 one-day events: the best 5 results*
- *Class 2 one-day events: the best 5 results*
- *Class 3 one-day events: the best 5 results*
- *Class 1 stage races: the best 3 results*
- *Class 2 stage races: the best 2 results*
- *Stage races (SHC, S1 and S2): the best 3 results regardless the class (based on UCI points)*
- *Class XCO juniors series one-day events: the best 4 results*
- *Class XCO juniors one-day events: the best 4 results*

The UCI Mountain Bike ranking is explained in Chapter VII of Part 4 of the UCI rules: [UCI website](#).

The UCI Mountain Bike ranking is updated after Olympic Games, world championships, world cup event, continental championships and on 31 December. The dates of other ranking updates are published on the UCI website.

The results of each event must be entered in DataRide (UCI's online platform to submit results) very quickly so that they can be inputted and recorded.

The ranking not only defines the world ranking but also forms the basis for the qualifying system for the UCI MTB World Cup events, the UCI MTN World Championships and the Olympic Games. It also allows the starting order to be established and the race numbers to be allocated.

Despatch of the results

The results must be entered in DataRide (UCI's online platform to submit results) at the end of each event.

1.2.124 *UCI international commissaires have, furthermore, to provide a detailed report on the form provided for that purpose, giving their evaluation of the race, and to send it to the UCI in a maximum of 14 days. They must also use e-mail - or any other method specified by the UCI - to send the complete result of the event to the UCI, at the earliest opportunity and within 2 hours at the latest.*

The organiser must provide the Commissaire with the equipment required to send the results within the time limits specified (Internet connection).

9 FINANCIAL ASPECTS

9.1 Typical budget

The headings of a typical budget are given as an example to help you to draw up your own budget. They are not exhaustive and they do not necessarily have to feature in your budget. You can add your own headings.

The organiser can rely on the following income to cover his expenses:

- Subsidies, aid from the authorities (town, region, etc.)
- Registrations
- Advertising revenue/Sponsors
- Commercial sales (catering/beverages / merchandising / admission charge)
- Services provided by the Federation or a partner. Ideally, a budget must balance.

9.2 UCI international calendar fees

1.2.012 *The inclusion of a race on the international calendar shall be subject to the payment of a fee, called the calendar fee, the amount of which shall be set annually by the UCI management committee.*

The total amount of the fee must be paid by the organiser to the UCI no later than two months after the meeting of the management committee at which the calendar for the discipline in question is approved. The above deadline is the date on which the UCI account must be credited.

In case of delay, a penalty of CHF 100 for each started month will automatically be applied.

The inclusion of the race on the following calendar shall be refused should the fee, as well as the penalty not have been paid one month before the meeting of the management committee at which the calendar in question is approved.

Furthermore, a race inscription shall be refused if the enrolment fees for previous races have not been paid or if the organiser does not honour its financial obligations with the UCI. This measure also applies to the new organiser of the race and, in general, to the organiser and/or race that the management committee considers to be the successor of another organiser or another race.

Calendar fee

The calendar fee depends, in the first instance, on the continent involved. Each continent is divided into different zones. The registration fee for each race is subdivided as follows:

- UCI International calendar fee
 - This fee includes the allowances (travel and expenses) of the officials (International Commissaires, Technical Delegates) appointed by the UCI and Doping Control Officer appointed by the CADF, as well as the registration fees for each event in the international calendar.
- Annual contribution to the Council for the prevention of Doping (organisers)

- Annual financial contribution paid by each organiser to contribute towards financing the prevention of doping.
- Annual contribution to the Council for the prevention of Doping (riders)
 - The contribution made by the riders corresponds to 2% of the minimum fee scales.
 - The financial contribution is to be deducted from the fees payable to the riders by the organisers.

Change of date and cancellation

Any change of date or cancellation of an event (whether authorised or not) is subject to payment of an additional fee.

The amounts of each fee can change. Please refer on a regular basis to the financial obligations published on the [UCI website](#).

9.3 UCI Financial Obligations

The financial obligations available on the UCI website and govern various domains such as calendar fees amount, prize money to riders and information on accommodation/transport for the UCI officials.

10 ENVIRONMENTAL CONSIDERATIONS

Some advice for promoting the event:

Integrate the configuration of the site by determining the criteria peculiar to the race (undulation of the circuit, varied terrain, length of the tracks) and the ecological aspects (natural size, fragility of the soil and vegetation for example).

Take into account the importance of local activities such as rambling or even the natural beauty of the area and the invitation to relax in the peace and quiet.

Assess the network of usable paths and tracks, particularly with regard to dual use by mountain bike events and the other activities.

Determine the ability to reinstate the ground: repairing paths, etc.

Marshals are responsible for their sector and it is their job to clear any rubbish from the area before they leave. Assess the impact of the event on the subsequent development of Mountain Bike events at local level.

Assess the impact of the event on the economy of the site and the contribution that Mountain Bike events may make to the life of the local communities.

11 ANTI-DOPING CONTROL

The UCI International Events are submitted to anti-doping controls as set forth in the UCI Anti-Doping Rules.

The UCI has established the Cycling Anti-Doping Foundation (CADF), a foundation organised under the laws of Switzerland, for the purpose of managing anti-doping activities on behalf of UCI, i.e., in particular: Planning effective Testing, Registered Testing Pool (RTP) management, Biological Passport Program (Hematological and Steroidal), Results Management (initial review) and administrative support for the management of Therapeutic Use Exemptions (TUE). As such, the CADF is responsible for planning and carrying out the sample collection process during the event.

The CADF Organizers Guide in appendix settles all the aspects of the anti-doping controls to be carried out during the UCI International Events.

ORGANIZERS GUIDE

Anti-doping Controls

1. Introduction

UCI International Events are submitted to anti-doping controls according to the UCI Anti-doping Rules. The Cycling Anti-Doping Foundation (CADF), entity mainly in charge of the implementation of the UCI's anti-doping program, will appoint 1 or more Doping Control Officers (DCO) depending on the discipline (please refer to CADF's confirmations).

CADF will be responsible for the cost of the DCO's daily allowances and travel arrangement to the event. All costs related to accommodation (single hotel room with breakfast) and transport during the event for the DCO, are borne by the organizer (e.g., pick-up to and from the airport or train station, transport from the hotel to the venue, etc...). Note that the DCO may need to conduct tests outside the finish line; as such, the DCO will need to have a means of transportation available that will allow him/her to carry out his/her duties. For this, the provision to the DCO of a car (with driver or rental car) is usually the most practical solution.

The costs of the transport of the samples to an approved World Anti Doping Agency (WADA) laboratory and the analyses of these samples are also borne by the organizer.

- Transport of samples: you shall assist the DCO with the transport of the samples with a courier company to the WADA accredited laboratory. Transport can also be done by one of your staff member whenever possible.
- Laboratory: here is the list of WADA accredited laboratories around the world <https://www.wada-ama.org/en/what-we-do/science-medical/laboratories/accredited-laboratories>
- Accreditation: it is necessary that the DCO and the chaperons are provided with the appropriate accreditations, in order to access all areas of the venue without any restrictions.

2. Doping Control Personnel

The organizer is also responsible for all practical aspects of the controls and shall provide the DCO with the following:

- Male doctor or male nurse: assigned solely for the anti-doping controls (please note this doctor cannot be the race doctor).
- Female doctor or female nurse: if the medical inspector is a male, a female doctor or nurse shall be present for female participants; if the medical inspector is a female, a male doctor or male nurse shall be present for male participants.
- Chaperons: one chaperon per rider to be tested (shall be of the same gender as the rider).
- Assistant: is required to assist the DCO before and during the event and act as the liaison with the organizer.

3. Doping Control Equipment

The following material is required:

- Urine kits: (Berlinger) urine collection vessels and sealed A&B bottles – in sufficient quantities (1.5 times the number of tests planned).*
- Partial sample kits: (Berlinger) 1.5 times the number of tests planned.*

The contact details of the company Berlinger where the organizer can order the urine and partial kits are the following:



Pascale Keller, Customer Relation Manager

Berlinger Special AG
Mitteldorfstrasse 2
CH-9608 Ganterschwil
Switzerland

tel +41 (71) 982 88 22
fax +41 (71) 982 88 39
pascale.keller@berlinger.com
www.berlinger.ch

See Appendix 1 for more details

- CADF forms: anti-doping forms, in-competition notification forms, chain of custody forms, supplementary report forms (2 times the number of tests planned). These forms will be provided by the CADF DCO.
- Sign posts for direction from finish line to doping control station. A rider must be able to find the doping control station it on his/her own.

* To find out the number of tests required please refer to the instructions of CADF.

4. Doping Control Station

The doping control station shall be equipped in such a way to facilitate the running of the controls, be located in the immediate vicinity of the finish line and shall be clearly signposted from the finish line. A rider must be able to find the doping control station it on his/her own. Privacy of the riders shall be respected. The organizer shall designate an official to monitor the entrance to the doping control station, and only allow people involved in doping controls to enter. The doping control station should be lockable.

The doping control station shall be heated, large enough, solely used for anti-doping purposes and shall include three separate areas: a waiting room, lavatories for the passing of the sample, and processing area where the DCOs, the Doctor/Nurse and the rider can complete and sign the necessary forms:

1. Waiting room (20-25m²):

- Ventilation or open window
- Sealed and refrigerated drinks – Mineral water, soft drinks
- Comfortable seats (10)

- Table
- TV (for DCO to see results and select riders for testing)
- Rubbish bin (garbage can)

2. Lavatories:

- Toilets
- Large enough to accommodate the Doctor (nurse) who witnesses the passing of the sample
- Equipped with running water, soap and hand towels
- Mirror on the wall behind the toilets in order to facilitate the witnessing of the Doctor (nurse)

3. Processing Areas - Administration room

- Ventilation or open window
- Desk
- Chairs (4)
- Communication system (telephone and/or radio)
- Refrigerator to keep samples cool before their transport – with a lock
- Packaging, adhesive tape, address labels to send the kits
- Rubbish bin (garbage can)
- Power points (electrical outlet)
- Envelopes (A4)

Note: 1 processing room and 1 lavatory are necessary per DCO

See Appendix 2 for more details.

The CADF In-Competition Testing Coordinator will also notify your National Federation. But, we would like to remind you that you have to contact your National Federation, as it is their responsibility to assist you with the practical aspects of the organization of the post-competition controls, and therefore of the obligations mentioned above.

5. General Information

- A certain amount of controls will be conducted under the 2015 Anti-Doping Rules of the UCI and CADF procedures and instructions.
- Riders selected for anti-doping can be identified on a list by their race number or their ranking. If applicable, the list will be posted at the finish line and at the entrance of the doping control station immediately after the race.
- The riders selected for the controls will be notified by a chaperon; the notified rider shall remain within sight of the chaperon at all times from the moment of in-person notification until the completion of the sample collection procedure. Team officials should not prevent the chaperon to continuously observe the rider. Should no chaperone be present, the rider shall proceed immediately to the doping control station. The absence of a chaperone shall not excuse the rider for not reporting in time to the doping control station.
- Each rider to be tested must present himself at the doping control station as soon as possible and at the latest within 30 (thirty) minutes of finishing the race. If a rider takes

part in an official ceremony or attends a press conference, the deadline shall be 30 (thirty) minutes of the end of the ceremony or the moment that his presence is no longer required at the press conference, whichever is the latest. Riders that have abandoned the race shall proceed immediately to the doping control station.

- It is very important that all riders who undergo testing bring their current licenses along with them to the doping control station (if the license has no picture, another form of photo ID will be accepted).
- Even if there are chaperons present, ultimately it is the rider's responsibility to check if they have been selected for anti-doping controls.

Should you require further information/clarification please do not hesitate to contact us:

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Cycling Anti-Doping Foundation (CADF)
CH - 1860 Aigle
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angeline.turin@cadf.ch

APPENDIX 1 – ANNEXE 1

Berlinger kits

1. Urine collection vessel and Bereg kit A&B bottles - Récipient de collecte d'urine et bouteilles A&B

BEREG-KIT full set with collection vessels – avec récipient de collecte



2. Partial samples -Echantillons partiels

Version: **Italy**



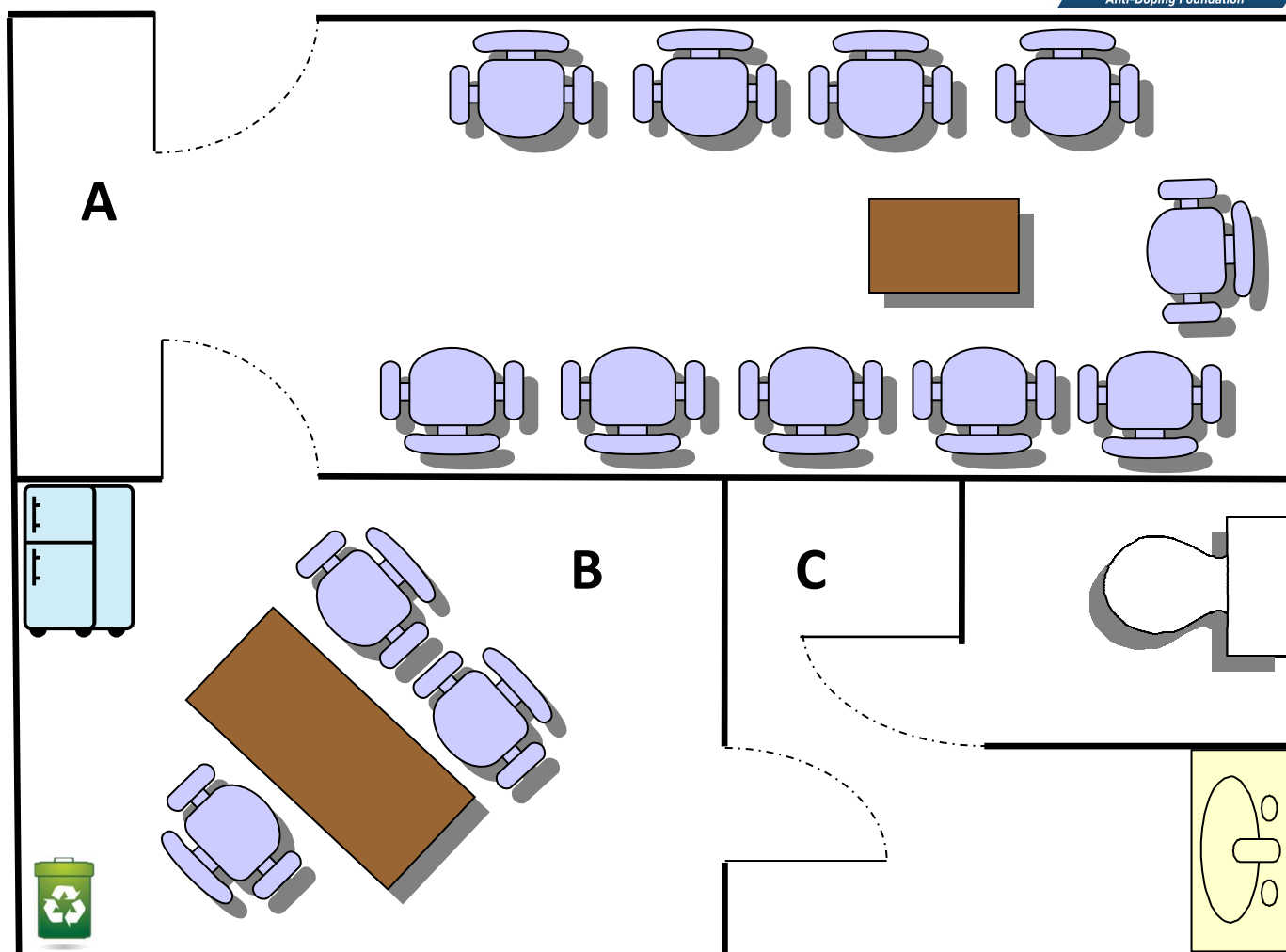
Version: **1**



Version: **Sydney**



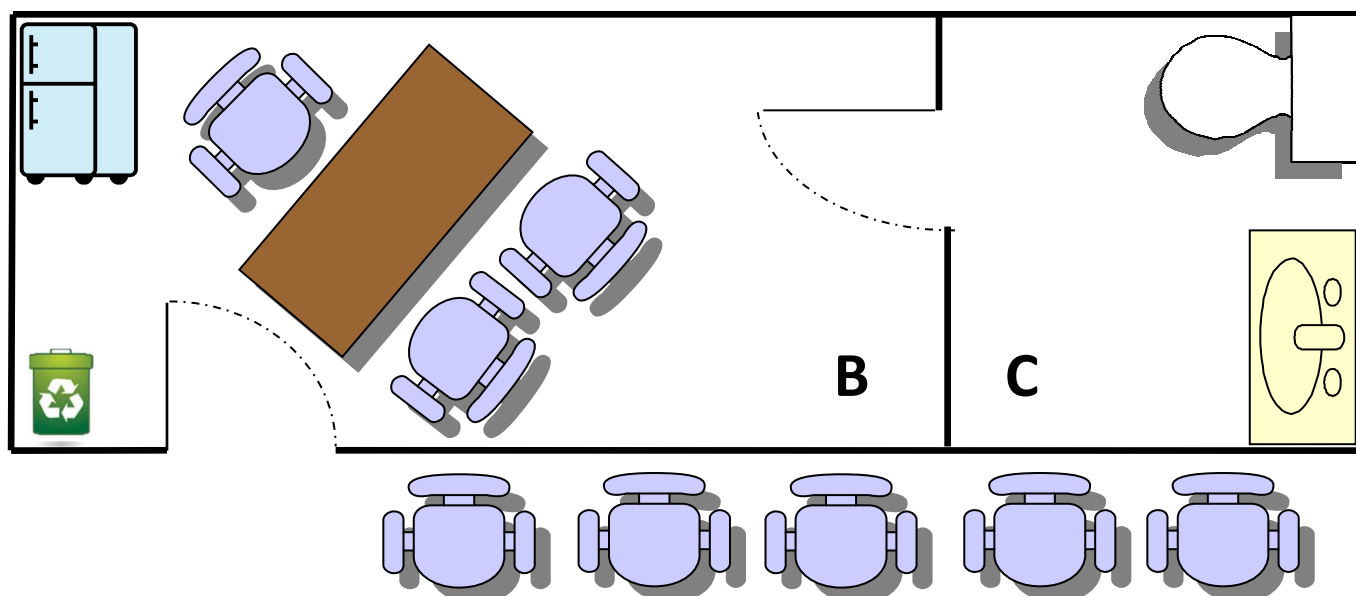
APPENDIX 2 – ANNEXE 2



A: Waiting Room – Salle d'attente

B: Processing Room – Zone de Contrôle *

C: Lavatory – Toilettes *

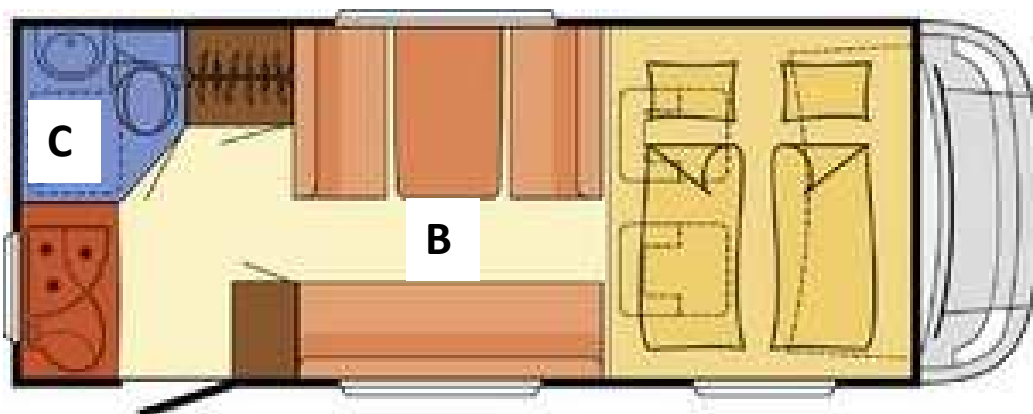


* When more than one DCO is designated - 2 B (processing rooms) and 2 C (lavatories) are necessary -

* Lorsque plus d'un ACD est désigné – 2 B (zones de contrôle) et 2 C (toilettes) sont nécessaires

APPENDIX 2 – ANNEXE 2

Camper Van – Camping Car



A: Waiting Room – Salle d'attente

B: Processing Room – Zone de Contrôle*

C: Lavatory – Toilettes*



A

* When more than one DCO is designated - 2 B (processing rooms) and 2 C (lavatories) are necessary -

* Lorsque plus d'un ACD est désigné – 2 B (zones de contrôle) et 2 C (toilettes) sont nécessaires

APPENDIX 2 – ANNEXE 2

Truck – Camion



A: Waiting Room – Salle d'attente

B: Processing Room – Zone de Contrôle*

C: Lavatory – Toilettes*



A



B

C

* When more than one DCO is designated - 2 B (processing rooms) and 2 C (lavatories) are necessary -

* Lorsque plus d'un ACD est désigné – 2 B (zones de contrôle) et 2 C (toilettes) sont nécessaires

ORGANIZERS CHECKLIST CADF Anti-doping Controls



The organizers have to provide the following:	Provided Yes / No
1. For the DCO	
- Single hotel room with breakfast	
- Independant mean of transportation during the event for the DCO	
- Pick-up to and from the airport or train station	
2. Transport of Samples to a WADA accredited laboratory	
- Organised with a reliable courier company or member of staff	
- Transport planned as soon as practicable and wherever possible on the day of collection	
- Customs or authorisation paperwork prepared	
3. Accreditation	
The DCO and the chaperons have appropriate accreditation to have access to all areas of the venue without any restrictions.	
4. Doping Control Personnel	
- Male or Female doctor or nurse: assigned solely for the anti-doping controls (not assigned to the medical infrastructure of the race)	
- Chaperons: one chaperon per rider to be tested (must be of the same gender as the rider)	
- Assistant: to assist the DCO before and during the event and act as the liaison with the organizers	
5. Doping Control Equipment	
- Urine kits: (Berlinger) urine collection vessels and sealed A&B bottles (1.5 times the number of tests)	
- Partial sample kits: (Berlinger) 1.5 times the number of tests	
- Sign posts: for direction from finish line to doping control station	
Note: CADF forms are provided by the DCO	
6. Doping Control Station	
- Located in the immediate vicinity of the finish line	
- Clearly signposted from the finish line	
- Privacy of the riders is respected	
- Heated, large enough, solely used for anti-doping purposes and includes three separate areas:	
1. Waiting room:	
- Ventilation or open window	
- Sealed drinks – Mineral water, soft drinks	
- Comfortable seats (10) and table	
- TV (for DCO to see results and select riders for testing)	
- Rubbish bin (garbage can)	
2. Lavatories:	
- Toilets	
- Large enough, as Doctor (nurse) needs to witness the passing of the sample	
- Equipped with running water, soap and towels	
- Mirror on the wall behind the toilets in order to facilitate the witnessing of the Doctor (nurse)	
3. Processing Areas - Administration room	
- Ventilation or open window	
- Desk	
- Chairs (4)	
- Communication system (telephone and/or radio)	
- Fridge to keep samples cool before their transport - with a lock	
- Packaging, adhesive tape, address labels to send the kits	
- Rubbish bin (garbage can)	
- Power points (electrical outlet)	
- Envelopes (A4)	
Note: 2 processing rooms and 2 lavatories have been planned as more than one DCO is designated	
Contact:	
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