



**EVENT ORGANISATION  
AND SAFETY**

**2022**

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# **Guidelines for Race Organisers**



## British Masters Cycle Racing

### Guidelines for Road Race Organisers

Revised January 2022 (changes since 2019 highlighted)

(These guidelines do not supersede the current Rules of Racing on the BMCR website)

#### Introduction

Race organizers are the unsung heroes of any sport and particularly so with the BMCR – they are highly valued and appreciated by the BMCR National Executive and the members. Unlike many organizations the BMCR is primarily reliant on voluntary self-regulation. These guidelines are prepared with a view to maintaining that state of affairs and avoiding stronger external regulation.

#### MANDATORY REQUIREMENTS

- A Risk Assessment form **MUST** be completed before Police Notification is sent.
- The approved signing on sheet with important disclaimers **MUST** be used.
- First Aid cover is **MANDATORY**. The minimum cover is 2 qualified first aiders for all 3-race Road Races, minimum one qualified first aider for other races. On no account can a rider competing in an event be the designated first aider for that event. First Aid must be independently mobile. A fully stocked first aid kit must be available in the event HQ.
- Each race must have at least one lead vehicle. Ideally there should be one safety vehicle (either car or motorbike marshal) following each race with the proviso that there must always be one behind the last race on the road.
- [A race is defined as a separate starting group of riders]
- All riders must receive, and must attend, a pre-race briefing covering important safety information.
- Any accidents involving third parties or resulting in significant injuries must be reported on the standard form and forwarded to the BMCR National Secretary and Treasurer.
- **Race organisers must complete event accounts in the form of an Income and Expenses Statement and keep this for 2 years from the date of the race. It may in some circumstances be requested by Regional Officers or the BMCR National Executive.**

Above all else the safety of riders, helpers and the general public is paramount.

If circumstances and risks arise before or during a race which mean that it would not be safe to start or to continue the race, and it is not possible to overcome those risks, or if mandatory requirements cannot be met, the Event Organiser must cancel, abandon or postpone the race. It is recognised that riders will generally want the race to go ahead, but the Race Organiser must prioritize the safety of all concerned.

## RECOMMENDATIONS

### 1 Identity

All published documents relating to the race e.g. promotional information, start sheets, result sheets **must** contain the heading “**British Masters Cycle Racing**”

### 2 Event Approval

The National Events Co-ordinator will oversee the national race calendar, and allocate the National Championship Events. The dates of National Championship events and Stallard series events will be published as early as possible in the previous year, to allow organisers to avoid them.

Race Organisers will liaise with their Regional Events Co-ordinators over the dates and details of planned races. Organisers will then register the event on RiderHQ. The Regional Co-ordinator will be asked by RiderHQ to approve the event, which will then go ‘live’ on RiderHQ.

### 3 Circuit length and number of riders

Under the Cycle Racing on Highways Regulations (1960) section 5, the circuit should be at least 10 miles and should not include more than one and half miles in a 40 mph (or less) limit stretch of road. However, regulation 6 allows events on shorter circuits and under different traffic conditions provided that there is no police objection. These Regulations have recently been under review, with the likelihood of lowering the minimum circuit distance to 5 miles and removing the restrictions relating to speed limits. Some Police authorities have already adopted a more flexible interpretation. The current Regulations also state that there is normally a maximum of 80 riders, but again some Police authorities allow higher numbers when split between separate races.

### 4 Risk Assessment

Prior to finalising the choice of course the race organiser should ride round it noting where static marshals will be required, where the possible hazardous parts are and where roadside cautionary signs should be placed to warn other road users. They should also consider the use and role of motorbike marshals (see section 6), and decide on a safe maximum number of riders in each race. This information should be recorded on the BMCR Course Risk Assessment Form, **along with any Covid measures which are required at the HQ. This Risk Assessment Form should be available on the day of the race with Police Notification documents and other race documentation.**

### 5 Race duration and field size

All road races should have a duration of approximately 2 hours. Races for A and B categories, National Championships and Percy Stallard Series races may be longer.

Ideally, depending on the number of competitors and safety vehicles available, there should be three races: one each for 40+, 50+ and 60+ riders. In practice the number of entries will determine the mix of age groups and the number of separate races.

Each race should normally have at least 15 riders (combining age groups to do so).

Arrangements for Handicap Road Races will be different: there will usually be a separate starting group for each age category, so some groups may be quite small, and time gaps between the groups may be small.

### 6 Race vehicles – cars and motorbike marshals

There **MUST** be at least one safety vehicle preceding each race, and ideally two, so that one may slip back in front of the peloton should a race break develop with a sustainable (30 second) gap. There

should normally be a safety vehicle following behind each race, with the primary purpose of protecting the rear of the peloton, and warning the following public, and there **MUST** always be one race vehicle behind the last race on the road. A following vehicle may also provide assistance to any rider stranded due to mechanical or other problems, provided that in doing so the rear of the race is not left unprotected.

For Handicap Road Races, there **MUST** always be one safety warning vehicle preceding the first group on the road and one race vehicle behind the last group on the road, and there may be other vehicles in front of other groups, but these will have to adjust their position as groups come together during the course of the race.

The use of properly trained and equipped **motorbike marshals** is strongly recommended for road races, especially where traffic conditions, road characteristics (narrow or winding roads) or road junction layouts present particular risks. Motorbike marshals with high viz markings and warning lights, properly trained and experienced, communicating with each other by radio, can greatly enhance the visibility and safety of the race. For example, they can drop in to protect the front of the peloton if a break develops, go ahead to marshal junctions, and go ahead to warn traffic on a narrow or winding section of road.

The ideal order for a 3-race convoy would therefore be:

Lead Car Race 1

Motorbike marshal

Race 1 riders

Motorbike marshal

Mobile First Aider

    Lead Car Race 2

    Motorbike marshal

    Race 2 riders

    Following car OR Motorbike marshal

        Lead Car Race 3

        Motorbike marshal

        Race 3 riders

        Following Car

        Mobile First Aider

Please issue the 'BMCR Guidance for Cycle Race Car Drivers' to all drivers before the day, or when they report for duty.

### **7 First Aid cover**

For all races, there **MUST** be at least one independently mobile First Aider behind the following safety vehicle or placed somewhere on the circuit if it is a short circuit. **The minimum cover is 2 First Aiders for all 3-race Road Races.** If there is not at least one designated First Aider present, then the race(s) **MUST** be abandoned/postponed until such requirement is achieved.

There must always be a fully stocked first aid kit available in the event HQ. Where practical, this should be a 'regional' first aid kit kept with the rest of the Region's race equipment. There should preferably be a trained First Aider based at the HQ as well.

Regional Events Co-ordinators will keep a list of paid First Aiders available within the Region, and offer this list to event organisers.

## **8 Race communications**

Each race car should carry a roof sign warning of a cycle race, and if possible an orange flashing light. All vehicles should be able to contact each other, the First Aider and the Race Organiser – preferably by radio or CB, but otherwise by mobile phone. All drivers should have a suitably experienced person to handle race communications or have approved hands free equipment available. At no time should a hand held mobile phone be used by the driver whilst the vehicle is in motion. If there are insufficient safety vehicles/drivers available then races should be consolidated or rearranged accordingly.

In view of the importance of communication during races, Regions are encouraged to purchase sets of radios and make them available to race organisers. Alternatively radios may be rented.

If possible radios should also be provided to marshals so that they can communicate with each other and the race organiser.

## **9 Race headquarters**

For the race headquarters, a village hall is usually ideal and if refreshments are sold this can often pay for the hire of the hall. The BMCR certificate of public liability insurance (which can be downloaded from the website) is often a requirement for the hire of the race HQ and also needs to be available on the day of the race. Organisers should ensure that there is sufficient parking for riders and helpers on the day, without causing problems for local residents.

Organisers should check on any Covid measures in place in the HQ and pass instructions on to riders and helpers.

## **10 Police notification**

When the course details are finalised and race headquarters booked then a notification form must be sent to the Police. There is a standard BMCR form but it is permissible to amend this form to include additional details/information if required. There is also a standard letter to accompany this form but again it is permissible to add additional information if required. The form must be sent to the headquarters of each police geographic area which the race passes through. They must receive it at least six weeks before the race takes place but in practice it is advisable to increase this time to two months. In some areas safety advisory groups are now the authority which gives approval so race applications in these areas need to be sent to both Police and SAG. The Risk Assessment is not part of the race application but should be forwarded to the authorities on request.

## **11 Police response**

Police are not bound to give acknowledgement/approval in writing, but will normally issue a confirmation of receipt of the race application, in these circumstances police confirmation of receipt of the race application and no further follow up, can be taken as “no objection”. If confirmation of receipt of the race application has not been received one month prior to the event then a copy should be sent to the authorities by recorded delivery or email advising that, as no reply has been received, our assumption is that there are no objections to the event taking place.

## **12 Checking for roadworks**

Contact the local authorities and check the website [one.network](#) to see whether there are any road works planned for the day of the race. It is prudent to check say 2 months and 2 weeks prior to the date and this may allow time to obtain police permission for an alternative course.

It is advisable to notify the appropriate Highways Department of the date and course of the race. In some cases they will get this information put onto the [one.network](#) site which should avoid contractors planning routine work on the course on that date.

### **13 Officials and expenses**

Organisers are responsible for arranging a set of competent officials for their event including a steward in charge of signing on, marshals as determined by the Risk Assessment, drivers, and judges for the finish.

It is strongly recommended that anybody taking the duties of official named Race Organiser should not also ride that race. This does not prevent the person who has planned and organised the race in advance from appointing a suitably experienced and competent person to oversee and take responsibility for the race on the day.

Nobody should be “out of pocket” through helping in the race organisation. All event costs should be met from event income, Regional funds, or sponsorship. Organiser should be prepared to pay/offer any reasonable travelling expenses etc incurred by race officials, drivers, First Aiders etc. Organisers may also provide free refreshments and/or small gifts to race helpers as a ‘thank you’ for their support.

The principle in BMCR is that surplus income or “profit” from races after all costs are deducted can be retained by the Race organisers and or their clubs with the clear understanding that such surpluses are reinvested in the sport.

Race organisers must complete event accounts in the form of an Income and Expenditure Statement and keep for 2 years from the date of the race. This Income and Expenditure Statement may in some circumstances be requested by Regional Officers or the BMCR National Executive.

If the race Income and Expenditure statement demonstrates a loss then financial support may be provided from Regional funds or from BMCR HQ funds so that nobody is personally out of pocket, providing all expenditure has been reasonable. If an organiser thinks that an event may necessarily incur a significant loss, they should contact their Regional officials or BMCR NEC in advance to seek financial support.

### **14 Closing date**

The standard closing date for entries for races is three weeks prior to the race and it is advisable to plan out the programme prior to this date. If the race is not full at that time, organisers may extend the closing date at their discretion.

### **15 Sending out details**

At least one, and preferably two, weeks prior to the race send details of the course and the event to:

- 1 The competitors via RiderHQ
- 2 All officials, marshals, drivers, refreshment organisers, helpers, first aiders, press contacts etc
- 3 Any local individuals or businesses likely to be affected by the race, remember you may require their support for further events.
- 4 Any horse riding establishments in the vicinity of the course.



Using the RiderHQ online entry system:

- Enter manually any postal entries as you receive them.
- Immediately after the closing date, download all entry data from RiderHQ and select the appropriate fields (age category, name, club/team) to create the start sheet.
- Use the RiderHQ email facility to send all details, and any covering message, to all entrants.
- Include important safety information and instructions in the written information you send to riders, even if you also cover some of it in the pre-race briefing.

## **16 Signing-on sheets**

Prepare the 'Signing-on' Sheets – generally one for each age group (standard BMCR forms must be used and are available on the website). Signing-on sheets may also be downloaded from RiderHQ. Leave an appropriate gap at the end of age group number series if you are allowing entries on the day. If available, different colours/styles of numbers for each race are helpful but duplication of numbers is not recommended.

## **17 Race equipment**

Each Region should have a stock of BMCR race equipment e.g. numbers, flags, vehicle signs, orange lights, marshals' fluorescent bibs, direction arrows, race warning signs etc. and many cycling clubs also own race equipment, so there should be no need for the organiser to purchase this type of equipment. It is advisable to check over the equipment in advance of the race to ensure that it is in good order and that there are no missing numbers, sufficient safety pins etc. Do not forget the line-marking material – it can be chalk or white 'gaffer' tape, or if wet weather, scouring powder. Do not use permanent paint on the road.

## **18 Static Marshals**

The Organiser or a nominated Chief Marshal shall be responsible for the attendance and deployment of marshals. If possible a few extra marshals should be recruited to fill in for absentees or to assist with unplanned problems. Marshals and warning signs must be in place at all the points indicated on the Risk Assessment. All marshals should wear high visibility bibs endorsed with 'Race Marshal'. Where necessary the marshals should be issued with red flags. Ideally the marshals should be BMCR members but this is not essential, as the BMCR third party insurance policy covers all race helpers, whether they are members or not. The Race Organiser or the Chief Marshal should ensure that all marshals are positioned for maximum effectiveness at junctions, and that all marshals understand that they have no authority to stop traffic. Please issue the 'BMCR Guidance for Cycle Race Marshals' to all marshals before the day, or when they report for duty.

## **19 Checking the course and HQ**

Not more than two days before the race, the course should be ridden round and any unexpected obstacles, potholes, roadworks etc should be noted and the competitors should be warned of these hazards before they start the race. If possible try to gain access to the race headquarters to ensure that parking, changing/toilet/washing and kitchen facilities are all satisfactory.

On the day of the race ensure the race headquarters are accessible. At least one hour before the start the course must be checked and routing/warning signs erected. Any known hazards need to be advised to the riders.

## 20 Entries on the day

Unless an event is being promoted as ONLY for Entries on the Day (EOD), any EOD shall be subject to the organiser's discretion but may attract an entry fee 50% greater than entries in advance. They can only be accepted if a full field of riders has not signed on. All entries on the day will always be subject to the following conditions:

- (a) BMCR members must complete a BMCR standard Entry Form before being allowed to sign on.
- (b) All entrants must have joined/rejoined BMCR before the day of the event, and show their BMCR licence, or other evidence of membership, when signing on.
- (c) Entrants who permanently reside outside of the UK should contact the event organiser before the day of the event to arrange free day membership. Organisers should contact the National Registrar before the day of the event to ensure insurance cover. Entrants must also complete the standard race entry form and, unless the entrant has a licence from the ICT, pay double the applicable race entry fee before being allowed to sign on.

Entries on the day can cause congestion in the signing-on area and it may be advisable to allocate a separate table with blank entry forms.

## 21 Pre-race riders' briefing

All riders must receive a briefing, either in or outside the HQ before the start, or preferably when they are lined up ready to start (providing the location is safe). The briefing should include the following:

- A reminder that they must ride safely, with consideration for other riders and all other road users. This will include warning other riders of hazards such as pot-holes.
- A reminder that they must observe the rules of the road, must not cross white lines, and that the marshals have no power to stop traffic.
- A reminder to take particular care if there are horses (or other animals) on the course, and to slow down until **all riders in their race** have passed the horses/animals safely.
- A warning that any dangerous riding may result in disqualification, and even suspension.
- That they are expected to behave courteously to other riders, race helpers, road users and local residents, and that any abuse or inconsiderate behaviour may result in disqualification.
- That experienced riders are expected to help and educate less experienced riders, not abuse them.
- A reminder that if one race (or a break from a race) catches another, riders in the slower group must allow the faster group to overtake and must not join them or take any advantage from them.
- A brief outline of the circuit informing them of any major hazards identified in the Risk Assessment, as well as details of any additional serious hazards, obstacles, potholes etc which may have recently been discovered.
- Advice on the roles of the race safety vehicles.
- Any other important race information such as the number of laps, the location of any *primes* or King of the Mountain points etc.

**All riders must attend this pre-race briefing**, which should be well publicised in the Race Programme and/or at the signing-on desk. Organisers should ensure that all riders are paying attention and can

hear the briefing, if necessary by using a megaphone. Organisers may take appropriate action against riders who do not attend the pre-race briefing, which may include exclusion from the race.

## **22 Race start**

Where there are concurrent races, the fastest race (normally the youngest age groups) should set off first and the subsequent races start at approximately 2-3-minute intervals. The time gap between groups needs to take into account the length of the circuit to avoid as far as possible different races coming together.

## **23 Role of Race Controller**

Where possible and appropriate, the Race Organiser should appoint a Race Controller for each separate race, who will travel immediately behind the race, observe rider behaviour and take action if there is dangerous riding (either at the time or after the race), and maintain communication with the Race Organiser and other race vehicles. In the case of emergencies, crashes or other unplanned circumstances, the Race Controller will decide on appropriate action, which could include stopping the race. The Race Controller will be a suitably experienced member of BMCR or another cycle racing body.

## **24 Actions in case of an accident during a race**

It is impossible to cover all possible accident scenarios and the action which should be taken.

However the following should be considered:

- Stop the race temporarily or permanently if those at the accident scene and those still racing may constitute a safety hazard to each other (see details below).
- Report the accident to the Police if third parties are involved and there are injuries.
- Contact the given Emergency Contact for any seriously injured rider. In order to do this the Emergency Contacts of all riders should be immediately accessible to the Race Organiser.
- Ensure appropriate arrangements are made to recover the bike, car and any other belongings of any seriously injured rider.

If a serious accident occurs during the course of a race, on a section of the road or track which the race will be passing through again, the race organiser, or another official such as the lead car driver or Race Controller who is aware of the circumstances, should assess whether it will be safer to halt the race, and should take action accordingly. They should take into account where possible: the condition and position of the injured person(s), whether an ambulance or other emergency vehicles or waiting traffic will be blocking part of the road/track, visibility at the site of the accident, and any other relevant factors, including any risks associated with halting the race. If in doubt, they should err on the side of halting the race.

## **25 Finish and judging**

Prepare the finish by having a '1 Kilometre to Go' sign, a yellow flag at 200 metres and a black & white chequered flag at the finish line. If the race circuit passes the finish then have a lap board and a bell for the last lap at the finish line, otherwise locate the lap board and bell at the closest point to the finish on the circuit. Consider the use of a combination of transponder systems, voice recorders, still and video cameras to assist accurate judging. Do not rely on a single device to record finishing positions/times. Remember that in the event of a blanket finish the riders themselves will generally know the finishing order.

It is strongly recommended that for all National Championship races the organiser should appoint an individual to act as Chief Judge. The duties of this person will include keeping track of numbers of laps, ensuring enough people are available for recording finishing positions, ensuring rules of racing are followed at the finish and acting as an initial appeal point in the case of disputes over results.

### **26 Appeals against Race Results**

Race participants will have the right to appeal the result of a race. This must be done immediately after the race and in the first instance to the race organiser and/or chief judge. The race organiser and/or chief judge will consult all relevant parties and decide the outcome on the day of the race. The race organiser and chief judge's decision will be final, and no subsequent communication will be entered into.

### **27 Prizes**

Prizes must be awarded to at least the first three in each age group. However, in the case of any age groups with very low entry numbers, it is reasonable to have just one prize. The form of prize and the number of other prizes are at the organiser's discretion.

The total value of prizes should be shown in the Income and Expenditure statement and should reflect BMCR culture of allocating the maximum amounts reasonable to Prizes whilst at the same time allowing organisers and clubs to reinvest excess income back into the sport.

The minimum value of the prize list, or distribution of prizes, should be stated in the programme. **Prize winners not attending the prize presentation give up any claim to a prize won**, unless they have notified the organiser beforehand that they cannot attend.

### **28 Complaints or incidents of dangerous riding or unacceptable behaviour by riders**

If the Race Organiser receives any complaints, or is aware of any cases, of dangerous riding or unacceptable behaviour by BMCR members before, during or after the race, they should follow them up in accordance with the BMCR Disciplinary Procedure. The most important action to take on the day is to gather views and evidence from as many members and helpers present as possible, including the subject of the complaint. The organiser should also record the names of any riders involved, and the names and contact details of any witnesses who are not riders.

### **29 Race accounts**

An Income and Expenditure statement showing any profit or loss should be produced and retained by the organiser for a period of 2 years from the date of the event. Any loss will be reimbursed by the Region subject to being satisfied with the reasonableness of the race accounts.

### **30 Results**

Race results and if possible a report should be sent to the Webmaster for posting on the BMCR website, and to the co-ordinators of any relevant points series competitions, within one day of the race if possible.

### **31 Accident reporting**

Any accidents involving third parties or resulting in significant injuries need to be reported on the standard form and forwarded to the BMCR National Secretary and Treasurer who will take or advise on any action necessary. **Under no circumstances should the accident be reported directly to the**

**BMCR insurers.** The policy has an excess of five hundred pounds, and accidents involving minor damage to vehicles have usually been settled direct rather than involving our insurers, thus preserving our valuable no claim record. **Before taking any action in this regard contact the BMCR National Secretary/Treasurer and do not admit responsibility to any third party.**

Any accident involving a race vehicle should normally be covered by the driver's own motor insurance. However, BMCR insurance includes contingent third party liability. In the event of cover being denied under the driver's own insurance the BMCR policy will then operate.

## **TIMELINES**

Normally by December of the previous year:

Agree event and date with Regional Event Coordinator

Complete course Risk Assessment

List the event on RiderHQ

2 to 3 months before event:

Send Police Notification Form(s)

Notify Highway Authority and report any potholes on the course

Book HQ

Book motorbike marshals

Arrange First Aid cover

3 to 4 weeks before event:

Contact marshals, drivers, judges and other helpers

Draft information to riders

Order disposable numbers or check availability of reusable numbers

After closing date and by one week before event at the latest:

Draw up Start Sheet

Finalise other information to riders

Send all information to riders and helpers (asking helpers to confirm availability)

Check access arrangements for HQ

Contact motorbike marshals and confirm arrangements

Before day of event:

Draw up Signing-on sheets

Print a list of Emergency Contacts

Assemble all documents required on the day

If necessary email final instructions to riders

Check rider numbers

Check road signs, marshals' bibs, flags, car signs and lights

Prepare prizes

Finalise arrangements for refreshments

Make list of safety information to include in the riders' briefing

On the day, before the event:

Check the course

Put out road signs

Note any new hazards, add to Risk Assessment and include in riders' briefing

Within 48 hours after the event:

Send full results to all riders, to BMCR webmaster and to the coordinator if part of a race series.

If necessary complete Accident Form and send to BMCR Treasurer & Secretary

If necessary compile information for any complaint of dangerous riding or unacceptable behaviour

Within 2 weeks after the event:

Complete race income and expenditure accounts.

Send prizes to any riders who gave apologies for non-attendance at prize presentation.

## **MANDATORY REQUIREMENTS FOR OFF-ROAD CIRCUIT RACES**

- **A Risk Assessment form MUST be completed in advance, and the safety measures identified must be in place for the event.**
- **The approved signing on sheet with important disclaimers MUST be used.**
- **FirstAidcoverisMANDATORY (Minimumonequalified firstaider. Onnoaccountcana rider competing in an event be the designated first aider for that event.)**
- **A riders' safety briefing must be held immediately before each race.**
- **The race organiser must complete anevent Income and Expenses account within 2 weeks of the event.**

All sections of the Guidelines for Race Organisers apply to circuit races, except those relating to length of circuits, Police Notification, race vehicles and roadworks.

Circuit races will normally be between 40 minutes and 75 minutes, plus a certain number of laps.



## British Masters Cycle Racing Guidelines for Time Trial Organisers

Updated January 2022

### Selecting a Course

'Sporting' courses should be used, on less busy roads, with variations in terrain, usually non-standard distances. CTT or BC approved courses do not have to be used. There should be good visibility at the start and finish points, with enough space for riders to wait at the start.

If in doubt, or you are using a new course, check it out with your Regional Events Coordinator, or the National Events Coordinator.

If your event is a Team Time Trial, the course must be predominantly on fairly wide and straight roads so that changes can be made safely.

### Course Risk Assessment

A **BMCR** Risk Assessment **must** be completed for the course, identifying likely hazards and mitigating measures to be put in place. These measures **must** be implemented for all medium or high risk hazards. The Risk Assessment should also identify the maximum number of riders who can safely take part in the race.

See BMCR guidance on completing Risk Assessments, and standard Risk Assessment form.

### Covid Precautions

Any Covid restrictions and precautions in place in the area at the time **must** be followed, with measures added to the course Risk Assessment and communicated to riders.

### Event Approval

Once you have discussed your proposed event and agreed a date with your Regional Events Coordinator, list the event on RiderHQ. It will then go to your Regional Coordinator for electronic approval before going 'live' in the BMCR race calendar on RiderHQ.

### Entry Fees

Organisers may charge between £10 and £15 as necessary to cover expenses and a reasonable prize list.

### Listing the Event on RiderHQ

Please include information in the event details to describe the course and the event format. If you think the event may be oversubscribed, indicate how priority for places will be determined (e.g. local riders, BMCR organisers and helpers). The date on which the event will open for entries is pre-set at 8 weeks before the event.

### Police Notification

You **must** send a BMCR Police Notification Form to the relevant Police Authority (or more than one Authority if the course crosses Police Authority boundaries). This **must** be received at least 28 days in advance, but it is best to send it well in advance in case any problems arise. All safety measures listed

(marshals, road signs etc) must correspond to your course Risk Assessment. List the minimum measure necessary, not the maximum you hope to put in place.

Ensure that you have at least received acknowledgement of the Police Notification Form from the Police Authority well before the date of the event, and send further copies or emails if necessary.

### **Notifying Local Authorities**

There is also a requirement to notify the relevant Highway Authority for the roads you are using. Some authorities will then list your event on the national [one.network](#) website which shows all planned roadworks, which should prevent contractors from scheduling planned maintenance that clashes with your event.

### **Event HQ**

Depending on availability and choice, you may need to make a provisional booking of a village hall or other venue before you can finalise the date of your event. Ensure that the HQ has sufficient parking so that riders' cars do not cause an obstruction or seriously inconvenience local residents.

### **Timekeepers**

There is no requirement to use certified timekeepers. However, finishing timekeepers in particular should be experienced and competent, even more so if there are complexities such as multiple laps.

### **Marshals and Other Helpers**

The course Risk Assessment will determine the number of marshals required. Marshals must wear high-viz bibs or jackets, and may use red flags to enhance their visibility. Ensure that they understand that they have no authority to stop or impede other road traffic.

### **First Aid**

There is no requirement for a qualified First Aider for Time Trials. However, as a minimum there should be a First Aid kit available at the HQ, and it is helpful if a First Aider is available amongst the helpers or riders.

### **Closing Date**

The closing date for entries can be adjusted on RiderHQ. 2 weeks before the event should give you plenty of time to get the Start Sheet and other information out to riders at least a week in advance. Once you have drawn up and sent out the Start Sheet, it is normal practice not to accept any late entries.

### **Drawing up the Start Sheet**

A 'Start Sheet' (which is actually formatted as a signing-on sheet) can be downloaded from RiderHQ, and the data fields on that can be selected, and sorted. Alternatively, the full entrant data can be downloaded as a spreadsheet and then selected, sorted and formatted into a Start Sheet.

Riders normally start at one minute intervals. For a standard solo event, riders are normally grouped by age category so that they are on the road with their peers. For Team Time Trials, teams normally start 2 minutes apart for 2-ups, 3 minutes for 3-ups etc, on the time of the third rider (e.g. team of riders No 13, 14 and 15 start at time 00:15:00).

### **Bikes, Helmets and Lights**



BMCR Time Trials (with the exception of the TT Championships) will be restricted to standard road bikes i.e. no disc wheels or aero bars.

Protective helmets are compulsory, and must not cover the ears.

It is up to the organiser whether rear lights are optional, recommended or compulsory, and this must be stated in the information to riders.

### **Sending out Information to Riders and Helpers**

Full information, including Start Sheet, course details, Covid precautions, prizes etc should go out to riders and helpers at least a week in advance if possible.

### **Documents Available at the Event**

Ensure that you have all these documents available at the event:

Police Notification Form and Police authorisation letter.

Risk Assessment, including Covid additions and on-the-day additions.

Emergency contact details for all riders.

Spare copies of Start Sheet and course maps for marshals and helpers.

### **Signing-on Sheets**

All riders **must** sign on a standard format BMCR signing-on form (including disclaimers), show their BMCR licence and collect their number. The signing-on form should not include any personal data such as emergency contact details. There is no requirement for riders to 'sign off' after the event.

### **Road Signs and other Equipment**

Road signs must be put out, as described in the course Risk Assessment, before the event and collected in soon after. Make sure they are positioned well before junctions in order to act as advance warning to drivers. The helper putting out signs, or the organiser, should make a final inspection of the course, preferably an hour or so before the first rider starts.

Any additional hazards identified should be added to the course Risk Assessment and pointed out to riders by a notice at the signing-on table.

A large chequered board or flag should be used to identify the finish.

### **Actions in case of an Accident/Incident**

All helpers should be briefed to inform the event organiser, or another responsible individual, immediately if there is an accident or serious incident on the course. That person will then decide if any action is required, which could include halting the race.

### **Results on the Day**

A system should usually be in place to relay times, using mobile phones or radios, from the finishing timekeeper to the HQ during the event. These can then be displayed in the HQ, or relayed electronically to riders (with prior notification).

### **Refreshments**

Should be available at the HQ for riders as they finish if possible, and also provided free to helpers once they have finished. Proceeds from refreshments may be added to the event funds, or donated to a local cause or significant charity.

## **Prizes**

BMCR events are not run to make a profit, and all income from entry fees, once expenses have been covered, should be distributed as prizes.

The distribution of prizes is at the organiser's discretion, but in general the prize fund should be well spread between age categories and places, rather than large prizes given to a few winners. If possible, and if entry numbers permit, prizes should be awarded to at least the first 3 in each age category.

## **Prize Presentation**

If possible a prize presentation should be held as soon as possible after all riders have finished and results have been checked.

Under BMCR rules, any rider not attending the prize presentation forfeits their prize, unless they have notified the organiser of a reason why they cannot stay for the presentation. This should be mentioned in the information sent out to riders before the event.

## **Accident Reporting**

If any rider is involved in an accident during the course of the event which involves injury to anyone or damage to property, a BMCR Accident Form **must** be completed by the organiser and sent to the National Treasurer within 48 hours. The organiser should gather as much information as possible on the day, including verbal reports from those involved and any witnesses if possible.

## **Complaints or incidents of dangerous riding or unacceptable behaviour by riders**

If the Race Organiser receives any complaints, or is aware of any cases, of dangerous riding or unacceptable behaviour by BMCR members before, during or after the race, they should follow them up in accordance with the BMCR Disciplinary Procedure. The most important action to take on the day is to gather views and evidence from as many members and helpers present as possible, including the subject of the complaint. The organiser should also record the names of any riders involved, and the names and contact details of any witnesses who are not riders.

## **Sending out Results**

Full results should be sent out to all riders by email via RiderHQ within 2 days of the event if possible. Results should also be sent to the BMCR webmaster at [results@bmcr.org.uk](mailto:results@bmcr.org.uk) for posting on the BMCR website and FaceBook page, and to the coordinator of any series which the event is part of.

## **Race Accounts**

A race income and expenditure account should be completed within 2 weeks. If the organiser is unavoidably out of pocket from the race the loss should be reimbursed by the Region, providing all expenditure has been reasonable, if the race account is sent with a request to the Regional Treasurer.

## TIMELINES

### Normally by December of the previous year:

Agree event and date with Regional Event Coordinator  
Complete course Risk Assessment  
List the event on RiderHQ

### 2 to 3 months before event:

Send Police Notification Form(s)  
Notify Highway Authority  
Book HQ  
Book timekeepers

### 3 to 4 weeks before event:

Contact marshals and other helpers  
Draft information to riders  
Order disposable numbers or check availability of reusable numbers

### After closing date and by one week before event:

Draw up Start Sheet  
Finalise other information to riders  
Send all information to riders and helpers (asking helpers to confirm availability)  
Check access arrangements for HQ

### Before day of event:

Draw up Signing-on sheets  
Print a list of Emergency Contacts  
Assemble all documents required on the day  
Prepare results board or system of sending results to riders  
If necessary email final instructions to riders  
Check rider numbers  
Check road signs, marshals' bibs, flags, finish board etc  
Prepare prizes  
Finalise arrangements for refreshments

### Before the event:

Check the course  
Note any new hazards and add to Risk Assessment  
Make notice to riders of any new hazards

### Within 48 hours after the event:

If necessary complete Accident Form and send to BMCR Treasurer  
If necessary compile information for any complaint of dangerous riding or unacceptable behaviour  
Send full results to all riders and to BMCR webmaster

### Within 2 weeks after event:

Complete race income and expenditure account.  
Send prizes to any riders who gave apologies for non-attendance at prize presentation.



## Guidance for Cycle Race Car Drivers

### Driving a Lead Car: -

- As a lead car driver you must comply with all road traffic regulations. You have no dispensations in road traffic law. Your role is to act as an advance warning to other road users of the presence of a cycle road race. As such your presence will afford some degree of protection to the competitors involved, you should not however drive in a manner that contravenes road traffic legislation in an attempt to increase that level of protection.
- All lead vehicle drivers should be familiar with the route involved and know when geographical hazards, such as bends or junctions, are being approached, so that they can place their vehicle safely and not hinder other road users and the following competitors.
- All occupants of lead and support vehicles should wear Hi Viz clothing in case it is necessary to get out of the vehicle in an emergency situation.
- Fix the magnetic "Cycle Race" sign to the roof of your vehicle, along with a flashing hazard light (when provided). This is normally powered through your cigarette lighter terminal.
- In any neutralized zone, keep to a steady riding speed, equivalent to about 18 mph on the flat.
- Always stay far enough ahead of the lead riders to avoid any possibility of drafting / pacing the riders.
- In general, aim to drive so the bunch comes into clear view of oncoming motorists just as they pass you. Oncoming motorists will slow on seeing you, if you drive further ahead of the bunch than this they will think 'What was that all about?' and accelerate again only to meet the bunch a few seconds later. If you drive closer to the bunch you may not give the oncoming motorist much time to react before meeting the bunch. However, on windy roads, in order to keep far enough ahead of the bunch, you may not be able to see the riders some of the time.
- Communications: You should, if possible, have a second person with you in the vehicle, who will be responsible for all communications including mobile phone calls and messages or the use of short-wave or CB radios. At no time should a hand held mobile phone be used by the driver whilst the vehicle is in motion.
- Be vigilant for any sudden attacks from the peloton, which will usually occur after a drop in race speed, and be prepared to accelerate.
- Drive with headlights on. As a general rule you should not flash your headlights at other motorists unless you are using them as a warning of your presence and of an immediate danger.
- If any vehicle overtakes the bunch from the rear, pull forwards, indicate left and move over, allowing to them to safely clear the race.
- When approaching a junction / corner, pull well ahead, negotiate the hazard safely, and avoid the peloton closing up on the rear of your vehicle. Riders will often sprint hard out of corners, so be prepared to accelerate away smoothly.
- Pull well ahead before any long or steep descents, especially if the road is narrow or there are hazards, as the riders may be able to descend faster than you can.
- If you encounter a slow moving hazard such as a tractor, only overtake when it is completely safe to do so. Riders will have been warned that they will be disqualified if they overtake the Lead Car.
- Any rider who you observe to be repeatedly and / or wilfully crossing a continuous white line, or using the right hand side of the road without a clear line of sight, will be disqualified. Please ask your companion to record their number or appearance.
- Riders will be instructed not to overtake the Lead car for their event. Any that do will be disqualified, unless waved through by you due to exceptional circumstances. Please ask your companion to record their number or appearance.

- A First Aider, with communications, will follow the last race on the road, and there may be one following your race. If you observe an accident in your rear-view mirror there is no need to stop or pull over, unless the race organiser instructs you to suspend or terminate the race.
- If you observe that part of the bunch have been held up by a hazard such as a crash or a nervous horse, you should temporarily neutralise the race by slowing down and using your hazard warning lights, until the bunch can re-group.
- At the finish, pull well ahead then drive carefully through the finish area. IF IT IS SAFE TO DO SO, stop your vehicle 50-100 meters beyond the finish on the right-hand side of the road, with hazard lights on, to prevent on-coming vehicles from driving into the finishing riders.
- As soon as the main bunch has finished, move well beyond the finish area to avoid riders who may be slowing down after a sprint finish.

## **Driving a Following Car:**

- As a support vehicle driver you must comply with all road traffic regulations. You have no dispensations in road traffic law. Your role is to act as a warning to other road users of the presence of a cycle road race. As such your presence will afford some degree of protection to the competitors involved, you should not however drive in a manner that contravenes road traffic legislation in an attempt to increase that level of protection.
- All support vehicle drivers should be familiar with the route involved and know when geographical hazards, such as bends or junctions, are being approached.
- All occupants of support vehicles should wear Hi Viz clothing in case it is necessary to get out of the vehicle in an emergency situation.
- Fix the magnetic "Cycle Race Approaching" sign to the roof of your vehicle, along with a flashing hazard light (when provided). This is normally powered through your cigarette lighter terminal.
- Stay about 30 metres behind the last riders in your race, or at safe stopping distance if further, and be prepared for the riders slowing down without warning.
- Stay behind the last group of riders in your race. If riders in ones and twos have been dropped and are clearly not going to rejoin the bunch, pass them when safe to do so.
- Communications: You should, if possible, have a second person with you in the vehicle, who will be responsible for all communications including mobile phone calls and messages or the use of short-wave or CB radios. At no time should a hand held mobile phone be used by the driver whilst the vehicle is in motion.
- Be vigilant for any sudden attacks from the peloton, which will usually occur after a drop in race speed, and be prepared to accelerate to close the gap.
- Drive with headlights on. As a general rule you should not flash your headlights at other motorists unless you are using them as a warning of your presence and of an immediate danger.
- If any vehicle behind you is impatient to overtake the race AND YOU ARE ON A STRETCH OF ROAD WHERE IT IS SAFE FOR THEM TO DO SO, indicate left briefly, leave a large enough gap between you and the race that they can first overtake you and then the race.
- Drop back on fast descents or anywhere that you cannot see the road and the riders well ahead of you.
- Any rider who you observe to be repeatedly and / or wilfully crossing a continuous white line, or using the right hand side of the road without a clear line of sight, will be disqualified. Please ask your companion to record their number or appearance.
- Riders will be instructed not to overtake the Lead car for their event. Ask your companion to record the number or appearance of any rider you observe doing this.
- A First Aider, with communications, will follow the last race on the road, and there may be one following your race.
- If you stop for a rider with a mechanical problem, you should not pace them back to the bunch unless you and the rider feel entirely safe and competent to do so. A rider should NEVER hold onto your vehicle to be towed back to the bunch.
- At the finish, hold back in case of a bunch crash in the sprint, then drive carefully through the finish area and stop well beyond the finish so that you do not add to the congestion on the road.

**THANK YOU FOR YOUR SUPPORT AND ASSISTANCE WITH THIS RACE, WHICH IS GREATLY APPRECIATED BY BMCR AND THE RIDERS**



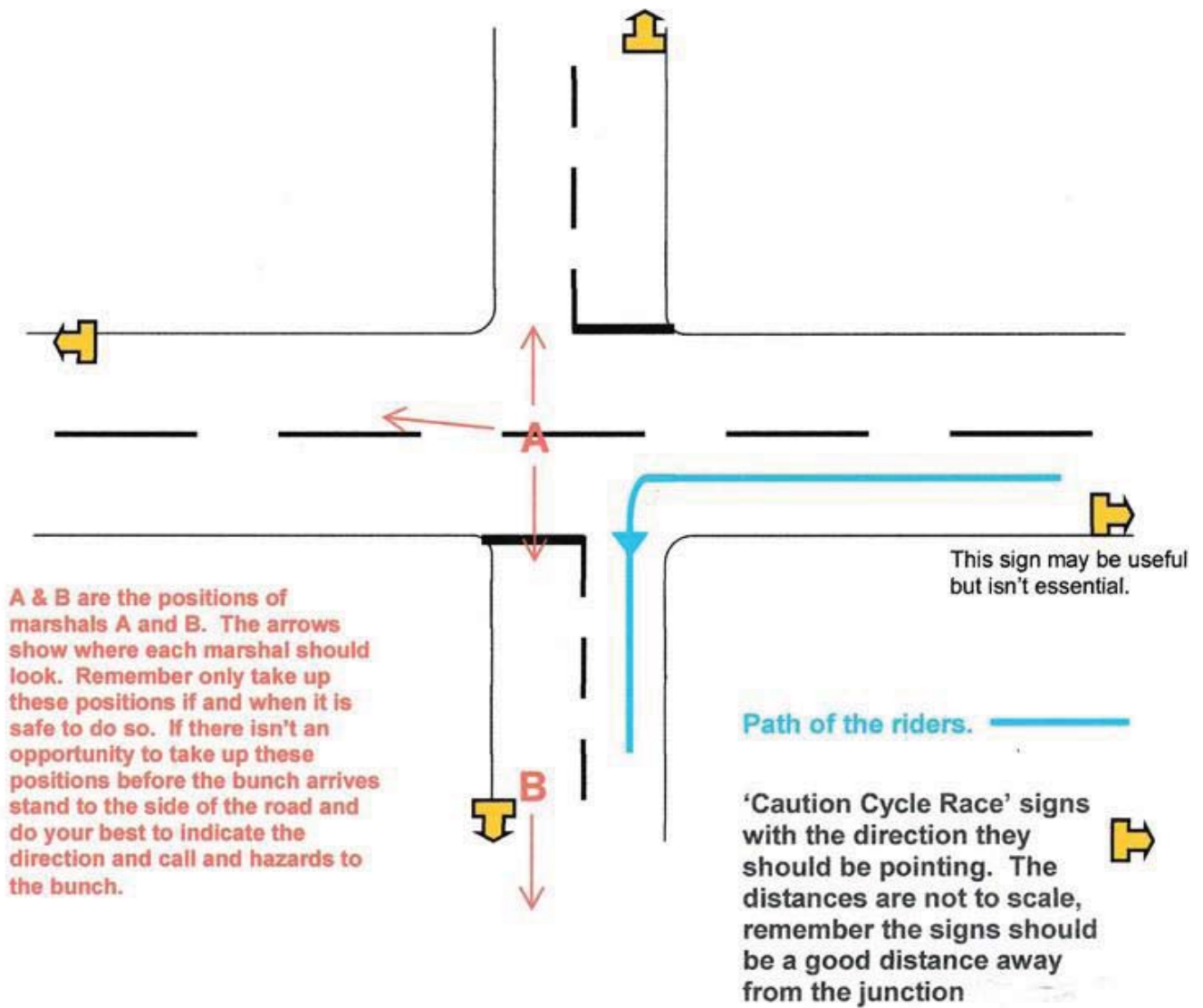
## Guidance for Cycle Race Marshals

- You should wear a Hi-Viz at all times.
- Please use the guidance below to determine the most effective positions to take up at a junction, or follow the instructions of the race organiser or chief marshal.
- You have no powers to stop traffic and should not do so unless you judge there to be a potentially dangerous situation and that by stopping the traffic you will prevent an accident.
- Exercise caution. If you have to stand in the roadway do not force vehicles to change course in order to avoid you. Your presence should never cause a vehicle to deviate or move into the path of another road user.
- Motorists who do not comply with your warnings or instructions will commit no offence. However, if they are involved in a collision after ignoring your warnings, your evidence and actions may be used against them in a court of law. If a motorist ignores your warnings, is abusive or drives dangerously, try to record the vehicle's registration, colour and make, and the time.
- Use your marshal's flag to warn cars that a race is approaching in such a manner as to give drivers the option to slow down and to stop if they are willing to do so.
- Verbally warn competitors of any hazard which you can see, e.g. an approaching car or other obstruction, which may be out of sight of the front riders.
- Alert any pedestrians, horse riders, dog walkers or leisure cyclists to the race.
- A whistle may be useful to alert pedestrians and other marshals of approaching riders.
- Do not cause traffic to slow or stop in order to allow pedestrians or others to cross the road; you have no powers to do this.
- Competitors have been briefed to obey all the rules of the road, not to ride dangerously and to keep to the left.
- Any rider who you observe to be repeatedly and / or wilfully crossing a continuous white line, or using the right hand side of the road without a clear line of sight, or riding dangerously or verbally abusing another road user or member of the public, must be reported to the organiser, or other designated official, who has the power to disqualify them.
- Make sure that you know how many laps each race is completing and do not leave your marshalling position until the following car behind the last race has passed for the last time.

**THANK YOU FOR YOUR SUPPORT AND ASSISTANCE WITH THIS RACE,  
WHICH IS GREATLY APPRECIATED BY BMCR AND THE RIDERS**

## Where to Stand and Place Signs.

### Going From A Major Road Onto A Minor Road.

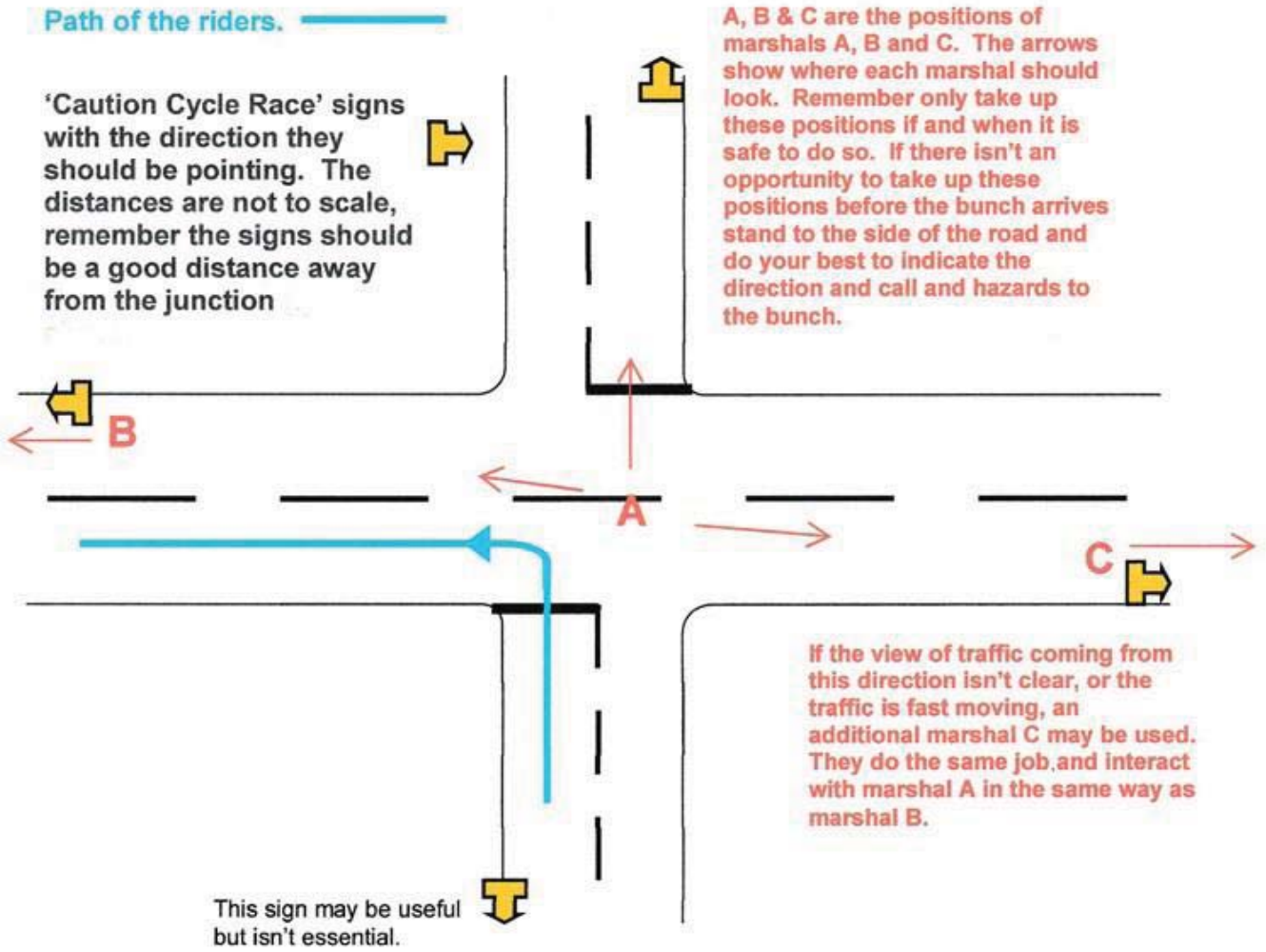




## Going From A Minor Road Onto A Major Road.

Path of the riders. —————

'Caution Cycle Race' signs with the direction they should be pointing. The distances are not to scale, remember the signs should be a good distance away from the junction



If the junction is a T junction, rather than a crossroads as in the diagrams, simply ignore the extra road in the diagrams.

Roundabouts are less easily generalised. An experienced rider will usually be among those marshalling a roundabout and can assess and advise those who are less experienced, but the same general principles should be adopted.

# **Risk Assessments**

# Guidelines for Course Risk Assessment

## General

Cycle racing has inherent dangers that cannot be eliminated, these do not form part of the risk assessment. Riders must take responsibility for their own safety and at all times on the open road they should proceed only if it is safe to do so. The risk assessment is based on the fact that all road users have a duty to act in accordance with the law and the Highway Code. The main danger to cyclists is from other road users and the emphasis of the risk assessment is to identify the areas where our riders are most at risk and to take all possible steps to reduce or eliminate the risks.

## Minimum Requirements

1. Warning signs at approach to all road junctions and busy joining side roads
2. Lead car with sign and flashing light for each race group
3. Following car with sign and flashing light behind last group on road
4. Marshals at points identified on the risk assessment
5. Qualified First Aider(s) and officials available to contact emergency services

## Notes on completion of Generic Risk Assessment for a course

The BMCR Generic Risk Assessment Form lists the risks identified as Low, Medium or High and then describes the action to be taken to reduce the risks. No race should be allowed to proceed unless the action taken reduces the risks to at least medium. Any course with even one element of unavoidable High risk is unacceptable.

Warningsigns can be established along the route “Cycle Race in Progress” and at junctions marshals will also warn traffic of approaching cyclists. A left turn from a major road into a minor road will usually be low risk. A left turn from a minor road into a major road will usually be medium risk, as traffic on the major road will have right of way and riders should only proceed if it is safe to do so. There may be fixed hazards on the course which can be identified such as road furniture.

Other hazards such as potholes and unfinished road works can only be identified close to the day of the event. These should be added to the Generic Risk Assessment to create a Specific Risk Assessment for the day of the race.



## Specific Course Risk Assessment

**Course Name** Shelsley Beauchamp circuit, near Worcester

**Course Description** 19+10 mile circuits, start at Great Witley, finish at top of Woodbury Hill, via Worcester and Shelsley Beauchamp

**Name of Assessor** Michael Amery

**Date of Assessment** 10.1.20

Location	Hazards	Possible Harm	Risk	Controls to reduce risk to acceptable	Comment
Start in layby on B4197, 100m from A443 at Great Witley	Passing traffic	Collision with traffic	Low	Race neutralised. Warning signs and marshal	30 mph speed limit applies
Turn left at Martley	T-junction, traffic from right has priority	Collision with traffic	Low	Warning signs and marshal	30 mph speed limit applies
Turn left in Worcester onto A443	T-junction, traffic on main road has priority	Collision with traffic	Med	Warning signs in both directions on A443 and marshals	30 mph speed limit applies
Descent on B4203 from top of Walsgrove Hill to Stanford Bridge	Fast descent with bends	Riders losing control on bends	Low	Warn riders on race programme and in race briefing	
After Stanford Bridge turn left onto unclassified road	Riders approaching junction fast, traffic from other directions	Collision with traffic	Med	Warning signs, marshals	
Turn left onto unclassified road at New Mill Bridge	Traffic from other directions	Collision with traffic	Low	Warning signs and marshal	
Ascent through Shelsley Beauchamp, then descent	Narrow road with bends	Collision with traffic	Med	Warning signs, warn riders on race programme and in race briefing	Very minor road
Turn left at T-junction onto B4197	Traffic from right has priority	Collision with traffic	Med	Warning signs and marshals	Riders descending fast
Finish at top of Woodbury Hill on B4197	Oncoming traffic	Collision with traffic	Low	Warning signs and marshals. Lead car goes ahead to warn oncoming traffic.	Straight road, good visibility

## **Police Notification**

# BMCR

**(Established 1986)**

Objectives of the BMCR. The provision of a programme of competitive and social cycling events for male and female members of 40 and over.

## **NOTIFICATION OF THE INTENTION TO HOLD A CYCLE RACE**

As required by the Cycle Racing on the Highways Regulations 1960 (and 1980 amendment regulations).

**Name of Proposed Road Race** Baines Racing Road Race. **Distance of Race** 40 miles approx.

**Race Headquarters (HQ)** - A5 Rangers Club Rooms Watling Street, Towcester. Northants NN12 6AG

**Date** Sunday 6<sup>th</sup> March 2016

**Time of Start** 10.00am                      **Finish** 12.00 noon approx

**Description of course** (Marshals in fluorescent jackets shown as 'M' )

See attached marked maps.

**Maximum number of competitors** - 80 total in three, may be two, separate races (all aged over 40 years old).

The following named officials will be stationed at the start and finish

Geoff Baines Don Parry, Bob Richards, **plus others**

**Name, address and telephone number of organiser.**

Geoff Baines/ Don Parry, Silverstone Cycle Shop, Unit 14, Silverstone Circuit, Northants. NN12 8TL

Email: [parts@bainesracing.com](mailto:parts@bainesracing.com)

I hereby notify the intention to hold a cycle race and certify that the event will be held under the Rules and Recommendations of the League of Veteran Racing Cyclists of which I am a member.

**Signature of Event Organiser**

Geoff Baines / Don Parry

**Date 24 12 15**

# **BRITISH MASTERS CYCLE RACING**

**(Established 1986)**

Objectives of the BMCR The provision of a programme of competitive and social cycling events for male and female members of 40 and over.

Att of Ian Ledingham  
Northamptonshire Police, Safer Roads Team  
Unit 9, Sketty Close,  
Brackmills  
Northampton  
NN4 7PL  
24th December 2015

Dear Sirs

**Re -- The Cycle Racing on the Highways Regulations 1960 (and 1980  
Amendment Regulations)**

In accordance with the above regulations, I am applying for permission to hold an event as detailed on the attached notification.

The races will be over by 12.00 noon.

The race has been held on this or a very similar circuit at the same time of year for over five years without any incidents or problems and I have helped organise similar events in this area for the last 10 – 12 years without any incidents.

The event is for experienced veteran cyclists age 40 years and over and will be organised and marshalled by responsible mature members of the BMCR and other helpers.

As these events are run for BMCR members only they are not the concern of the British Cycling (BC) and all liaison with yourselves is directly Event Organiser to Police and vice versa.

Stamped Addressed Envelope enclosed.

Yours faithfully

Geoff Baines / Don Parry

**Please respond to  
Geoff Baines, Silverstone Cycle Shop  
Unit 14, Silverstone Circuit  
Northampton NN12 8TL**

**01327 858885**

# **Cycle Racing on the Highways Regulations**



# The Cycle Racing on Highways Regulations, 1960 (and 1980 and 1995 amendments)

All organisers should be aware of the Regulations under which cycle racing on the highways is permitted and the following are the main points.

- 1, These Regulations shall come into operation on the first day of March 1960, and may be cited as 'The Cycle Racing on Highways Regulations, 1960'.
- 2 (1) In these Regulations, unless the context otherwise requires, the following expressions have the meanings hereby respectively assigned to them, that is to say:

'time trial' means a race or trial of speed between bicycles or tricycles, not being motor vehicles, so arranged and conducted-

- (a) where the competitors are not divided into groups, that each competitor starts at a time which is separated by an interval of not less than one minute from the starting time of every other competitor, or, where the competitors are divided into groups, that

(b)

- (i) no group comprises more than four competitors,
- (ii) no member of a group competes against any other member of that group,
- (iii) each member of a group starts at the same time as every other member of that group, and
- (iv) each group starts at a time which is separated by an interval of not less than one minute from the starting time of any group; and;

- (b) The result of the trial or race depends not upon the order in which the competitors or any of them reach a particular point but upon-

- (i) the time each competitor or, If the competitors are divided into groups as aforesaid, any member of a group to get from his starting point to his finishing point. or
- (ii) the distance which each competitor or, as the case may be, any member of a group of competitors covers in a fixed time reckoned from the time when he starts;

'bicycle race' means a race or trial of speed between bicycles or tricycles, not being motor vehicles, which is not a time trial;

'promoter, in relation to a time trial or bicycle race, means the person who organises or arranges or is responsible for the organisation or arrangement of the trial or race;

the interpretation of these Regulations as it applies for the interpretation of an Act of Parliament.

- 3 (1) Subject to the following provisions of this regulation, the holding of a time trial on a public highway is hereby authorised if the promoter of the trial has, not less than twenty-eight days next before the day on which the trial is to be held, or if it is to be held on more than one day, the day on which the trial is to begin, given or caused to be given to the appropriate officer of police in writing notice of the proposal to hold the trial and the following particulars with respect thereto-

- (a) the day or days on which and the time during which the time trial is to

be held;  
a description of the route to be followed by the competitor s and the name of, or a description sufficient to identify, any public highway on which the trial or any part thereof is to take place;

'appropriate officer of police', in relation to a time trial or bicycle race, means the Chief Officer of Police for every police area which comprises any public highway on which the trial or race is held;

'The standard conditions' has the meaning assigned to it by sub-paragraph (a) of paragraph (1) of Regulation 5.

(2)The Interpretation Act, 1869, shall apply for

- (c) particulars of the place or places where the trial is to start and finish;
- (d) the maximum number of competitors who will be permitted to take part in the trial, and
- (e) details of the arrangements which will be made for the purposes of marshalling, assisting or supervising the competitors, and
- (f) Such particulars of the rules or arrangements governing the trial as may be sufficient to show that the proposed trial is a time trial,

(2)The holding of a time trial shall not be treated as being authorised by this Regulation unless the circumstances in which it is held and conducted accord with the particulars given under paragraph (1) of this Regulation.

4. (1) if in any case where notice of a proposal to hold a time trial has been given in accordance with paragraph (1) of Regulation3-

- (a) particulars with respect to the trial have not been given In accordance with the said paragraph (1),
- (b) changes are proposed In the circumstances affecting the trial which affect the particulars which have been given In accordance with said paragraph (1)~

the promoter, before the holding of the trial, applies or causes application to be made to the appropriate officer of police for the trial to be authorised and gives or causes to be given to the said appropriate officer in writing, In the case mentioned in subparagraph (a) of this paragraph, any particulars which should have been previously given, or, in the case mentioned subparagraph (b) particulars of the said changes, the said appropriate officer may, in the case mentioned in subparagraph (a), authorise the trial to be held with those changes or such of them as he may approve.

(2)The holding of a time trial on a public highway shall not be treated as being authorised under this Regulation unless the cir- cumstances in which it is held and conducted

accord with the particulars given in accordance with Regulation 3 or paragraph (1) of this Regulation and, where the trial is authorised with any changes with those changes.

5. (1) Subject to the following provision of this Regulation and the provisions of Regulation 8, the holding of a bicycle race on a public highway is hereby authorised if:

- (a) the race is held and conducted in accordance with the following conditions (In these Regulations referred to as 'the standard conditions')

(I) The number of competitors must not exceed:

(a) In two, not more than two, races selected in any one year by the British Cycling Federation. – 100.

(b) in the case of any race not promoted by virtue of subparagraph (a) above, - 80,

(ii) no part of the race must take place during the time between half-an-hour after sunset and half-an-hour before sunrise;

(III) where the route to be followed by a competitor is such that he must while on the highway pass a point on that highway at least twice (whether in the same or a different direction), the length of the route which he has to follow after passing that point at any time until he next passes it again, must not be less than ten miles; and

(iv) where any length of the route is comprised of any public highway on which a speed limit of 40 mph or less is imposed by or under any enactment, that length must not exceed one mile and a half and no part of it must lie within three miles, measured along the route, of any part of any other such length, and

- (b) the promoter of the race, not less than twenty-eight days next before the day on which the race is to be held, or if it is to be held on more than one day, the day on which the race is to begin, gives the appropriate officer of police in writing notice of the proposal to hold the race and the like particulars with respect to the race as are required by subparagraphs (a) to (e) of paragraph (1) of Regulation 3 to be given with respect to a proposed time trial being:-

(I) the day or days on which and the time during which the race is to be held;

(ii) a description of the route to be followed by the competitors and the name of, or a description sufficient to identify any public highway on which the race or any part thereof is to take place;

(iii) particulars of any place or places where the race is to start or where it is to finish; (iv) the maximum number of competitors who will be permitted to take part in the race;

(v) sufficient particulars to show what arrangements will be made for marshalling assisting or supervising the competitors; and also such further particulars relating to the race as may be sufficient to show that it is proposed to be held and conducted in accordance with the standard conditions.

(2) The holding of a bicycle race shall not be treated as authorised by this Regulation unless the circumstances in which it is held and conducted accord with the particulars given under subparagraphs (b) of this Regulation

- 6 (1) If:

(a) notice of a proposal to hold a bicycle race has not been given in accordance with subparagraph (b) of paragraph (1) of Regulation 5, or

(b) particulars with respect to the race have not been given in accordance with the said subparagraph (b), or

(c) changes are proposed in the circumstances affecting the race which affect the particulars which have been given in accordance with the said subparagraph (b) and the promoter, before the holding of the race:-

(I) In the case mentioned in subparagraph (a) of this paragraph, gives to the appropriate officer of police notice in writing of the proposal to hold the race together with such particulars with respect to the race as are referred to in subparagraph (b) of paragraph (1) of Regulation 5 and applies to that officer for the holding of the race to be authorised, or (ii) in the case mentioned in subparagraph (b) of this paragraph, gives to the appropriate officer of police any particulars which should have been previously given or, (iii) In the case mentioned in subparagraph (c) of this paragraph, gives to the appropriate officer of police particulars of the changes referred to in the said subparagraph (c), the said appropriate officer may, in the cases mentioned in the said subparagraph (a) or (b), authorise the race to be held or, in the case mentioned in the said subparagraphs (c), authorise the race to be held with the said changes or such of them as he may approve.

(2) The holding of a bicycle race shall not be treated as authorised under this Regulation unless the circumstances in which it is held and conducted accord with the particulars given in accordance with Regulation 5 or paragraph (1) of this Regulation and, where the race is authorised with any changes, with those changes:

Provided that this paragraph shall have effect subject to any condition which may be imposed on the holding or conduct of the race under

7. (1) the appropriate officer of police may authorise the holding of a bicycle race on a public highway which is not a race proposed to be held and conducted in accordance with the standard conditions if before the holding of the race the promoter thereof applies to the said officer for the race to be authorised and gives in writing the like particulars with respect to the race as are required by subparagraphs (a) to (e) of paragraph 1 of Regulation 3 to be given with respect to a proposed time trial.

(2) The holding of a bicycle race shall not be treated as authorised under this Regulation unless the circumstances in which it is held and conducted accord with the particulars given in accordance with paragraph (1) of this Regulation:

Provided that this paragraph shall have effect subject to any condition which may be imposed on the holding or conduct of the race under Regulation 8.

8. (1) An appropriate officer of police may, when authorising the holding of a bicycle race under Regulation 6 or 7, impose such conditions as he may think fit on the holding or conduct of the race so far as it takes place on a public highway.

(2) If an appropriate officer of police to whom notice has been given under Regulation 5 of a proposal to hold a bicycle race to be held and conducted in accordance with the standard conditions considers it desirable that conditions should be imposed on the holding or conduct of the race he may impose such conditions for that purpose as he may think fit and if he does so Regulation 5 shall not apply to that race but instead the holding of the race shall be treated as authorised by this Regulation, subject nevertheless to the conditions imposed under this paragraph and to the standard conditions so far as they are not affected by the conditions so imposed.

(3) The holding of a bicycle race shall not be treated as authorised by paragraph (2) of this regulation unless the circumstances in which it is held and conducted accord with the particulars given in accordance with Regulation 5

Provided that this paragraph shall have effect subject to any conditions which may be imposed on the holding or conduct of the race under paragraph (2) of this Regulation.

(4) Without prejudice to the generality of the provisions of paragraphs (1) and (2) of this Regulation the conditions which may be imposed on the holding or conduct of a bicycle race by an appropriate officer of police may include conditions relating to all or any of the following matters:-

- (a) the days on which and the times during which the race shall be held,
- (b) the places on a public highway where the race is or is not to start or finish,
- (c) any public highway, or any part of a public highway, on which the race is not to be held,
- (d) the number of competitors who may take part,
- (e) the arrangements to be made by the promoters for marshalling assisting

## EXPLANATORY NOTE

*This Note is not part of the Regulations, but is intended to help with their general meaning)*

These Regulations (which apply in England and Wales) provide for the authorisation of the holding of races or trials of speed between bicycles or tricycles, not being motor vehicles, on public highways. The Regulations distinguish between a race or trial of speed being a 'time-trial' and any other kind of race or trial (described by Regulation 2(1) as a 'bicycle race') and provide:-

- (1) That the holding of a time trial is authorised if notice of the proposal to hold the trial, containing particulars with respect to it, is given to the police (Regulation 3 (1));
- (2) that the holding of a bicycle race is authorised if it is held and conducted in accordance with the conditions specified in Regulations 5 (1)(a) and the like notice as aforesaid with respect to the race is given to the police (Regulation 3) (1),
- (3) that in the case of a time trial or such a bicycle race as aforesaid, of which the required notice has not been given or where the necessary particulars with respect to the trial or race have not been given, or where changes are proposed in the circumstances affecting the trial or race which affect the particulars which have been given, the police, if given notice the particulars or, as the case may be, particulars of the said changes may authorise the trial or race to be held (Regulation 4(1) and 6(1));
- (4) that in the case of a bicycle race which is not a race proposed to be held and conducted in circumstances which comply with the conditions specified in Regulation 5 (i) (a), the police may, if application is made to them and the like particulars as aforesaid with respect to the race are given to them, authorise the race to be held (Regulation 7 (1));
- (5) that in the case of any bicycle race, the police may impose conditions subject to which it may be held and conducted (Regulation 8).

Please note: The Sports Council is supporting a project to review these regulations to suit the requirements of modern traffic conditions, balanced against the needs of various sports, including cycle racing, to participate in races on the road.

## **Standard BMCR Race Organisation and Safety Forms**

**Download original forms from the [BMCR website](#)**



## Police Notification of the intention to hold a cycle race Form

As required by the Cycle Racing on the Highways Regulations 1960 (and 1980/1995 amendment regulations).

**Name of Proposed Road Race:** \_\_\_\_\_ **Time of Start Race:** 1      2      3

**Date of Event:** \_\_\_\_\_ **Approx time of Finish:** 1      2      3

**Distance of Race:** 1      2      3      **Max number of competitors Race:** \_\_\_\_\_

**Description of course:**

(No of Marshals in fluorescent jackets shown as 'M') (Warning Signs placed as indicated 'WS')

**Start:** \_\_\_\_\_ **OS Ref:** \_\_\_\_\_

**Course:** \_\_\_\_\_ **OS Ref:** \_\_\_\_\_

**Finish:** \_\_\_\_\_ **OS Ref:** \_\_\_\_\_

**Race Headquarters:** \_\_\_\_\_ **OS Ref:** \_\_\_\_\_

**The following named officials will be stationed at the start and finish:**

**Event Organiser name and address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

I hereby notify the intention to hold a cycle race and certify that the event will be held under the Rules and Recommendations of British Masters Cycle Racing.

**Signature of Event Organiser:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**British Masters Cycle Racing**

Trading as The League of Veteran  
Racing Cyclists Limited

Dear Sir/Madam,

Re - The Cycle Racing on the Highways Regulations 1960 (and 1980/1995 Amendment Regulations)

In accordance with the above regulations, I am applying for authorisation to hold an event as detailed on the attached notification.

The event is for experienced veteran cyclists age 40 years and over and will be organised and marshalled by responsible mature members of British Masters Cycle Racing (Trading as LVRC) and other responsible members of local cycling clubs. We will ensure that all safety measures to safeguard our competitors and other road users are put in place and adhered to.

Yours faithfully

Event Organiser

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**Generic Course Risk Assessment**

Course Name:

Maximum bunch size

Course Description

Name of Assessor

Date of Assessment

Location	Hazards	Possible Harm	Risk	Controls to reduce risk to acceptable	Comment





British Masters Cycle Racing  
SIGNING-ON SHEET

**Date:** ..... **Event:** ..... **Cats:** .....

**Competitor's Declaration**

I agree to take part in this race entirely at my own risk. I confirm that I have familiarised myself with the course and taken due note of any potential hazards to my safety and in starting the race I am confirming that the course is fit for the purpose. I understand that when riding on the highway the function of marshals is only to indicate the direction; they have no power to control traffic and I alone must determine whether any move I make is safe. I agree that no liability whatsoever shall be attached to the Organiser, Race Officials, Marshals, First Aid Attendants, Helpers or to British Masters Cycle Racing or its Directors in respect of any injury, loss or damage suffered by me or by reason of taking part in the event however caused and whether by negligence or otherwise.

**I confirm and acknowledge that I have read and understood this statement before signing.**

No	Rider's Name	BMCR No	Cat.	Rider's Signature



## Injury/Accident Report Form

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**Title of event:**

**Description of the incident leading to injury(ies)**

**Day/Date/Time:**

**Place of incident:**

**Police Informed?**

**Details of Force name:**

### Injured person(s)

**Person 1**

**Name:**

**Treatment received  
at the event:**

**Address:**

**Post code:**

**Name & address of  
any doctor or  
hospital referred to:**

**Tel no:**

**Email address:**

**Person 2**

**Name:**

**Treatment received  
at the event:**

**Address:**

**Post code:**

**Name & address of  
any doctor or  
hospital referred to:**

**Tel no:**

**Email address:**

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**Injured person(s)**

**Person 3**

**Name:**

**Treatment received  
at the event:**

**Address:**

**Post code:**

**Name & address of  
any doctor or  
hospital referred to:**

**Tel no:**

**Email address:**

**Person 4**

**Name:**

**Treatment received  
at the event:**

**Address:**

**Post code:**

**Name & address of  
any doctor or  
hospital referred to:**

**Tel no:**

**Email address:**

Use a second sheet if necessary for additional persons injured.

**Organiser name:**

**Organiser to sign and forward to national treasurer:**

**Address:**

**Signature:**

**Post code:**

**Date:**

**Tel No**

**Email Address**

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**EVENT NAME:****DATE:****Event Organiser:**

No. of riders entered in advance:

Normal event entry fee:

15.00

No. of riders entered on the day:

Entry on the Day entry fee:

20.00

**Income**

Entry fees 0.00

Refreshments

Donations

Sponsorship

Adverts

Other income

**TOTAL** 0.00**Expenses**

Prizes 0.00

First Aid

Communications

Printing

Postage etc

Vehicle expenses

Motorbike Marshals

Organiser expenses

Judges, marshalls etc

HQ Hire cost

Trophies

**TOTAL** 0.00

Income from above 0.00

Less expenses from above 0.00

**Total surplus** 0.00**Planned Prizes**

	1st	2nd	3rd	4th	5th
<b>Race 1</b>					
<b>Race 2</b>					
<b>Race 3</b>					
<b>A</b>					
<b>B</b>					
<b>C</b>					
<b>D</b>					
<b>E</b>					
<b>F</b>					
<b>G</b>					
<b>H</b>					
<b>Women</b>					
	0	0	0	0	0

**PRIMES****TOTAL** 0Download XLSX from [bmcr.org.uk/event-org-safety/](http://bmcr.org.uk/event-org-safety/)

# BMCR Standard Race Entry Form

**2016 until further notice**

The entry fee for each event is shown in the Handbook / Race Calendar.

**Entry on the day (EOD)** will normally be 50% more than the advance entry fee, unless the event is shown as EOD only.

Cheques are to be made payable to the **event organiser** unless otherwise stated.

Please enclose a **Stamped Addressed Envelope** if the organiser's email address does not appear in the Handbook.

Event:	Date of event:
<b>Name:</b>	<b>Age Category Entered:</b>
Address:	Date of Birth:
	Age on day of event:
	LMCR licence number:
Post Code:	<b>Club/Team:</b>
Telephone number:	
Email address for Start Sheet (if organiser's email address appears in the Handbook). <b>Please ensure this is legible:</b>	
OR – Stamped addressed envelope enclosed: Tick to confirm	
Entry fee enclosed	mount £
<p>Declaration</p> <p>I agree to participate in this event entirely at my own risk and understand that no liability shall attach to the organisers, the BMCR or any officials, marshals and helpers of this event for any injury, loss or damage.</p> <p>Signature.....Date:.....</p> <p>Emergency Contact:..... Relationship.....Contact number.....</p>	
<p>All members are encouraged to ride in a category in which they feel comfortable. Therefore those who wish to do so because of varying ability may enter to ride with a different age category (except in the case of Championship and Stallard events). Riders competing in an older age category shall not be eligible for prizes or points.</p>	