



## British Masters Cycle Racing Guidelines for Time Trial Organisers

November 2020

### 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](https://www.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**

Race income and expenditure accounts, along with any surplus from the event, **must** be sent to the Regional Treasurer 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.

## 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  
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 accounts and send to Regional Treasurer with any surplus.  
Send prizes to any riders who gave apologies for non-attendance at prize presentation.