



CYCLING IRELAND NATIONAL ROAD CHAMPIONSHIPS



THE ORGANISATION GUIDE

The Cycling Ireland National Road Championships organisation guide stipulates the obligations of the Organising Committee and is an integral part of the organisation agreement between Cycling Ireland and the Organising Committee for the Cycling Ireland National Road Championships.

It is the Organising Committee's (OC) responsibility to adapt the measures in the organisation guide to its own environment.

The Organising Committee must also comply with Cycling Ireland rules, and any other applicable laws and rules.

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1. SPORTS PROGRAMME

Cycling Ireland National Road Championships

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| Thursday | Senior Men Individual Time Trial Under 23 Men Individual Time Trial Elite Women Individual Time Trial Junior Men & Women Individual Time Trial Paracycling Individual Time Trial Tandems including Para Cycling Tandems Individual Time Trial |
| Saturday | Junior Men Road Race Elite Women Road Race |
| Sunday | Junior Women Road Race Senior Men (Incorporating under 23) Road Race |

All events are pre-entry only through the Cycling Ireland online system.

2. CIRCUITS

1 – Distances

In accordance with Cycling Ireland regulations the maximum distance shall be as follows:

| CATEGORY | TIME TRIAL | ROAD RACE |
|------------------------|-------------------|------------------|
| Women Junior | 20 km | 60 – 80 km |
| Women Elite (U23) | 40 km | 80 – 100 km |
| Men Junior | 40 km | 120 – 140 km |
| Men U23 | 40 km | 160 – 200 km |
| Men Elite | 40 km | 160 – 200 km |
| Tandems – Para Cycling | 40 km | |
| Para Cycling | 20-30 km | |

2 – Choice of circuits

The circuits are chosen in conjunction with the Cycling Ireland Road Commission and the Cycling Ireland Events Officer and must be applied for two years in advance via the Provincial Executive. Various circuits can be used for the Time Trial and Road Races.

When designing circuits, several factors are taken into consideration for the choice of venues:

- Sporting interest
- Impact on traffic
- Impact on residents
- Good access to venues
- Public car parks

Road races should be organised on a circuit with a maximum distance of 16 km.

The circuit must have:

1. a suitable static feed zone
2. litter zone, ideally 500m before the feed zone and 1km after the feed zone
3. of a sporting nature
4. distances to be as per General Administrative and Technical Regulations
5. 5, 3, 2 and 1-kilometer countdown boards
6. 500, 300, 200 and 100 metre countdown markers
7. a suitable area to deviate race vehicles of the finish area

Host club(s) must also arrange for the running of those TTs as agreed by the Road Commission and to be based within 50 kilometers of the road race championships.

Categories (women, elite men, U23 men etc.) to be released in waves separated by a 5-minute time gap.

Time trail distances to be as per Technical Regulations.

The below recommendations must be implemented:

- A shelter shall be provided for timekeepers
- A paper printout clock for Chief Timekeeper must be used
- A separate timesheet for Assistant Timekeeper who stands on opposite side of the road from Chief Timekeeper
- A Recorder who records the order of passing riders and times as called by the Chief Timekeeper
- A Caller who stands 10 metres before the finish line and calls out the number of the passing riders
- A Finish Recorder located just past the finish line who records the order in which riders finish the race
- Computerised generated results updated periodically and displayed on a large screen at race HQ
- A Start Recorder located 10 metres from the start line who notes the number and time of each rider leaving the start
- 3 additional timekeepers, one positioned $\frac{1}{4}$ into the course the second positioned at half distance and the third positioned at $\frac{3}{4}$ distance.
- 1 back number

The last kilometre of the race must not include major obstacles (dangerous bends, narrowing of the road, roundabouts.).

3 – Barriers on the circuit

The installation of barriers on the circuit may be necessary:

- for safety reasons
- or as a support for sponsors' advertising banners at the event.

Barriers that encroach on the road are a danger for riders and must be avoided.

4 – Signage

Signposting

The circuit must be fully signposted. The signposting must be directionally clear. The signposting for each circuit is done several days before the start of competitions. It must be checked by the Organising Committee each morning before competitions.

Kilometre signposting

It can be done using panels or banners.

Signposting of dangerous points

The installation of specific warning panels at each dangerous point is obligatory (level crossing, island, narrowing, tight bend,). These panels must be installed 100m before the danger and at the dangerous point.

Sponsors signage on the circuit

Banners which may be blown over by the wind must be anchored down on the entire circuit and must be installed more than 50 cm from the edge of the road. All barriers with advertising banners or those that may be blown down by the wind must be anchored down or be wind-resistant barriers.

3. START/FINISH AREA

1 – General points

The choice of venue will be based on the following criteria:

- Sporting interest
- Access
- Area available to install infrastructure: car parks, podium, stands, VIP areas, TV technical area, ...)

2 – Access to the start/finish area

Access and evacuation of the start/finish area must be possible for accredited vehicles, even during competitions.

The visibility and coherence of access signposting to the venue is vital. This signposting must be clearly visible and displayed at least from the entrance into the town. It is important all vehicles know exactly where they must be located prior to the start of the event.

3 – Finish area

The finish area must not have any obstacles before or after the line (dangerous bend, narrowing, roundabout, speed bump, etc..).

The finish area must measure at least 300 metres, with a constant width of 6 metres minimum, the ideal being 8 to 10 metres.

The road must be in an excellent state.

The deviation point for vehicles not permitted to cross the finish line must be located more than 200 metres from the finish line. From this deviation point, the route that leads to the teams' car park must be secured.

Just under the finish arch, the line is made up of a black stripe with a thickness of 4cm, in the middle of a white stripe with a width of 72 cm, i.e. 34 cm each side of the black line.

A lap board, bell and Chequered flag must also be available.

An Elevated sheltered area for judges and photo- finish equipment with floor height of at least 1.5 metres and 15 sq. metres in area and shelter from the elements.

4 – Timing

The timing service provider used by the Organising Committee must install and operate the entire timing system the photofinish, transponders, display, rankings. The service must be compliant with the UCI rules and be of the highest possible standard.

5 – Awards ceremony area

The podium must be positioned:

- close to the finish line
- in a big area with public access
- if possible, riders must be positioned facing the sun on the podium (or have extra lighting) and be visible from each side of the podium.

Decoration of podium:

- Numbering of the 3 steps of the podium (3/1/2)
- Flowers
- A person should be appointed responsible for ceremony protocol who is briefed for a smooth ceremony with paperwork for medal winners and dignitaries names listed for the MC

The Prize Presentation must take place as soon as possible after the finish and a Board Representative to provide jerseys and presentation medals

6 - Measures for Time-Trial races

For Individual Time-Trial races, the following structures must be installed:

- Start ramp for Time-Trial races, the start ramp comprises a covered platform, approximately 80cm to 1cm above the ground, of sufficient size to accommodate the starting rider and bike, as well as a person to hold the rider up and two commissaires. An inclined ramp must be long enough such that the change of gradient when the rider reached the road is not a problem. The ramp and the starting platform shall be covered with antiskid coating to avoid any risk of falling if it is raining.
- Warm-up area
- A sheltered area for the bike jig with chairs for the riders to sit and wait for their start
- Sound system
- Hot Seat at the finish

7 - Barriers

From 150m before and until + 50m after the finish line, barriers must be fitted.

All barriers with advertising banners and which may get blown over in the wind must be anchored down or be wind-resistant.

8 – Pedestrian crossings

Two pedestrian crossings – public and all those with accreditations – will be installed at the finish line:

- The first at least 150 metres before the finish line,
- The second at least 50 metres after the finish line.

There must be strict supervision of the movement of people at these points. Access must be closed with barriers or rope when the riders pass.

A pedestrian crossing must also be installed at the finish line. This crossing must be strictly supervised and only those people with access to the finish line will be allowed to use it.

4. RACE HEADQUARTERS

Meeting rooms: Sign on

Two meeting rooms must be provided at the race headquarters:

- 1 room for the technical meeting (50 people) with chairs, screen, video projector and a table top.
- 1 room for the license check with 4 tables (2 x licence check, 1 x number collection & 1 x team manager sign on) and 8 chairs for the confirmation of starters

Toilets, Changing and Shower facilities

- Separate toilets, disabled toilets, changing rooms and showers for men and women.
- Adequate number of toilets, changing rooms and showers

5. ANTI-DOPING PREMISES

The location and organisation of this room must be in line with the anti-doping rules in force when the event takes place.

The anti-doping control must be two rooms and a toilet reserved. A plentiful supply of sealed bottled water must be available.

6. PRESS CENTRE

The Press Centre must be located as close as possible to the finish line.

An office must be provided for the Commissaire Panel and the results team.

For all offices:

- Offices must have doors that can be locked.
- Waste paper bins
- Extra electrical sockets in addition to those at the workstations
- A Technician from the Organising Committee must be available quickly for any problems with telephone communications, electricity, photocopier, ...

1 – Photographers room

A photographers' area must be set up in the press centre.

It includes:

- 10 workstations (table size minimum 1.20m x 0.70m and chair)
- Electrical connection for each workstation
- ADSL/SDSL and Wifi connections for sending photos/videos
- 10 lockers (size of locker: approximately 30cm x30cm x40cm)
- The lockers are installed for journalists and photographers to put their equipment during competitions.

7. SUPPORT SERVICES

1 - Energy

Electrical distribution must be provided at all facilities.

2 – IT facilities

Wi-Fi access at the start/finish area and on the circuit

Wi-Fi access for all offices

Wi-Fi access for the press room, radio/TV grandstand.

3 – Sound system

All of the start/finish area must have a sound system.

The location of the sound system must be carefully chosen so that it does not interfere with the work of the media (radio/TV grandstand, mixed zone and flash interview in awards ceremony area).

4 - Signposting

Signposting with arrows must be visible by all at the start/finish area (race headquarters, press centre, VIP area, technical area, parking, grandstands.).

5 – Toilets

There must be enough toilets accessible from all areas.

6 – Waste removal - cleanliness

All venues must be cleaned thoroughly every day before opening to the public.

A response team must be able to respond at the venue at any time.

8. TRANSPORT & OFFICIAL VEHICLES

1 – Official vehicles

Official vehicles are provided by the Organising Committee.

The vehicles to be provided by the Organising Committee are as follows:

- 3 saloon cars with an open topped roof (with driver) - Commissaires
- 2 motorbikes commissaires
- 1 broom vehicle
- 1 blackboard official
- 1 Radio Tour
- 1 car for the race doctor
- 2 motorbikes for photographers
- 25 Team cars
- 3 neutral service vehicles

9. MEDICAL SERVICES

The Organising Committee must provide a high-quality medical service, providing optimal treatment for any riders, officials, team members, organisation staff or other accredited persons who are victims of an accident or illness. The medical service should be in operation at least one hour before the start of the event and until one hour after the finish. It is impossible to define rules to apply in all cases.

High-quality medical assistance includes professional medical assistance, the support of voluntary paramedics is possible.

First-aid personnel on duty and equipped with an ambulance, a minimum of 2 ambulances to be in attendance, at least one following the race, the other can be on standby on the circuit Nearest hospital and quickest route identified.

Doctor in attendance

Medical assistance during races

Medical assistance to competitors during the race

- On the ground
- If needed transport to hospital

The Organising Committee must provide teams and the race headquarters with addresses, access plans, office opening hours (medical surgeries, hospitals, etc.) and useful telephone numbers.