

ORGANISER'S GUIDE TO MOUNTAIN BIKE CONTINENTAL CHAMPIONSHIPS

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MESSAGE FROM DAVID LAPPARTIENT, UCI PRESIDENT.



Each year, the different Mountain Bike Continental Championships represent major fixtures on the UCI International Calendar.

For the athletes, these championships are an important stepping-stone between National Championships and the most prestigious international events such as our UCI World Cups and UCI World Championships.

Continental Championships give top national athletes a chance to measure up against the best from other countries on their continent. This precious opportunity motivates them to perform to their best as they are pushed by their fellow competitors to race at the highest level. This competition logically raises the level of riding on the continent, reinforcing the sterling work carried out throughout the year by our five Continental Confederations to develop our wonderful sport.

Organising an event of this calibre is a major undertaking, requiring a clear overall vision of the event, coupled with attention to detail to ensure that athletes can compete in the best possible conditions.

To help organisers with the staging of such an important event, we have compiled this guide which will take you through all the steps necessary for the success of your Continental Championships. It covers important topics such as budgeting, the competition site, accommodation, transport, security and many other key organisational aspects.

This document will become your trusted tool and reference point as you tackle the challenging but rewarding task of organising the Mountain Bike Continental Championships.

On behalf of the UCI I would like to sincerely thank all organisers of Mountain Bike Continental Championships for your commitment to mountain bike, which contributes largely to the worldwide development of this exciting discipline.

A blue ink signature of David Lappartient, consisting of stylized initials 'DL' and a horizontal line.

David Lappartient
UCI President

1. SPECIFICATIONS FOR THE CONTINENTAL CONFEDERATION AND THE NATIONAL FEDERATION, ORGANISERS OF THE EVENT

The UCI Continental Championships are one of the main events of the cycling season on each continent.

Each year, the Continental Confederation attributes the organisation of the Continental Championships to a National Federation or to an organiser, member of a cycling National Federation.

Each Continental Confederation establishes a formal agreement with the National Federation hosting the Continental Championships.

The organiser is entirely and exclusively responsible for the organisation of the event, administratively, financially and legally. The organiser is solely responsible to the authorities, participants, teams' staff, officials and spectators.

The event is organised according to the UCI regulations and the Continental Confederation specifications setting out the material and technical conditions that apply to the organisation of Continental Championships.

2. DATE OF THE CONTINENTAL CHAMPIONSHIPS AND INSCRIPTION IN THE UCI CALENDAR

The Continental Championships are organised under the responsibility of the Continental Confederations and are entered on the continental and international calendar on a fixed date, chosen in agreement with the UCI.

The Continental Championships must take place every year, whenever possible at a fixed date, taking into account the other events already registered in the UCI calendar.

The Continental Confederation and the National Federation organising the Continental Championships must send the official enrolment request to the UCI before **1st June of the year preceding the organization of the event.**

3. PARTICIPATION

All the National Federations members of the Continental Confederation, and only these, can participate in the Continental Championships organised on their continent.

The maximum number of riders taking part in the various races will be the same for all these National Federations.

The invitation must be sent to all National Federations that may participate, together with the registration forms and the program of the event, according to the deadline set by the Continental Confederation specifications and the UCI Regulation (article 1.2.049). It is very important to make sure that the program of the event contains the profiles of the different courses.

4. RACES PROGRAMME

The UCI must be informed about the races programme and schedule at the latest two months before, for approval. This programme must at least include the formats and categories of riders.

THE PROGRAMME IS DRAFTED ACCORDING TO THE PARTICIPATING CATEGORIES AND FORMAT OF THE EVENT:

Cross-country Olympic (XCO)

- *Men Elite*
- *Women Elite*
- *Men Under 23*
- *Women Under 23*
- *Men Junior*
- *Women Junior*

Cross-country Team Relay (XCR)

Cross-country Short Track (XCC)

- *Men Elite*
- *Women Elite*

Downhill (DHI):

- *Men Elite*
- *Women Elite*

Cross-country Marathon (XCM)

- *Men*
 - *Women*
-

5. TECHNICAL GUIDE

In addition to the official programme, the Organising Committee will draft a technical guide, approved by the Continental Confederation and UCI. Content is set by the provisions governing the different formats. The technical guide must be drafted in at least one of the two official languages of the UCI. The organiser can also produce a version in any other language. Except for minor changes to the schedule of the event or harmonization with the Regulation, the provisions included in the programme and in the technical guide may not be changed, unless approved by all concerned parties.

The Organising Committee must send the technical guide to all participating National Federations at the same time as the official invitation. It must also be sent to the President of the Commissaires' Panel at least 30 days before the start of the event. The UCI and UCI Technical Delegate will of course be consulted before the technical guide is sent to the National Federations. He will check its compliance with the UCI Regulation. During the meeting with the national coaches, a member of the Organising Committee will provide enough programmes and technical guides for the riders.

The technical guide must include the programme, organisational details as per the template available at the UCI.

6. THE STAKEHOLDERS

6.1. THE UCI

To ensure the technical supervision of the races, the UCI appoints a Technical Delegate, responsible for representing the UCI and guaranteeing its interests.

The Technical Delegate is a representative of the UCI in all the races where he is appointed, and in the Continental Championships in particular. Thanks to his extensive knowledge of cycling in general, of its rules and technical aspects, he is a reference person that each organiser can consult. His main role is to enforce the rules of good organisation as stipulated in the UCI Regulation, in the Organisers' guide to mountain bike events and in the Organisers' guide to Continental Championships. Having a real role of consultant/expert, the UCI Technical Delegate organises all necessary meetings with the Organising Committee, and this at least 3 months before the date scheduled for the beginning of the Continental Championships. The UCI covers the Technical Delegate's air transportation and daily fees. The Organiser covers ground transportation, hotels and meals during the Continental Championships.

The UCI appoints also the President of the Commissaires' Panel. The Organising Committee must send the latter all the necessary information for preparing his work (technical guide, and so on) at least one month before the event.

The logo of the UCI and Continental Confederation must appear in the technical guide and schedule as well as on the infrastructures present in the start/finish zone.

6.2. THE CONTINENTAL CONFEDERATION

The National Federation of the host country and the Organising Committee of the Continental Championships work in close collaboration with their Continental Confederation, within the framework of the races and of side events involving the Continental Confederation, such as the opening and closing ceremonies and the official dinner

The Continental Confederation provide the Organising Committee with the Continental Champion jerseys and medals (gold, silver and bronze) for all races of each category.

The logo of the Continental Confederation must appear in the technical guide and schedule.

6.3. THE NATIONAL FEDERATION

The President of the Commissaires' Panel being appointed by the UCI and members of the Commissaire's being appointed by the host national Federation, as described in the UCI rules article 1.2.116.

6.4. THE ORGANISING COMMITTEE

Events manager

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

Technical manager

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

Registration Coordinator

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

Marshals Coordinator

He supervises organising the security presence (staffing, positioning on the circuit, written instructions, equipment: flags, whistles, uniforms, etc.). He particularly sees to the safety of the riders and spectators. In collaboration with the Technical Manager, he decides the route taken by the access roads to the spectator zones. He provides refreshments for lunch. His brief, which is not exhaustive, covers the following aspects: keeping spectators off the course, checking that the riders follow the right course and complete it in full in the proper way. He takes action to ensure that medical assistance is effective in the event of injury in the zone supervised by him and to signal any unforeseen danger/risk or accident which has occurred further along the course.

Works Coordinator

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

Awards Ceremony Coordinator

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

Accommodation Coordinator

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

Medical Coordinator

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

Results Coordinator

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

Official of the timing company

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

Media Coordinator

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

Hospitality Coordinator (VIP area)

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

Announcer

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

Security coordinator

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

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

6.5. THE COMMISSAIRES

6.5.1. Commissaire appointed by the UCI

President of the Commissaires' Panel (PCP)

As «Referee» of your event, he draws up a report for the attention of the UCI Coordinator. He has the status of International Commissaire and supervises the whole event: procedures relating to the start, all the officials/Commissaires and the results service. He sees to it that the regulations are applied and respected in all circumstances and works with the Race Manager. He studies any possible sanctions with the competent officials and makes a note of any complaints aired by the riders. Contact between the two parties (PCP – Organiser) before the event is important. *(See picture 1)*

The organiser must send the following information to the PCP:

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

The PCP must send to the organiser:

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

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

6.5.2. Commissaires appointed by National Federation

Finish Line Commissaire

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

Start Line Commissaire

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

Assistant Commissaires

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

Secretary of the Commissaires panel

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



6.6. PUBLIC AUTHORITIES

Public authorities play a major role and must be closely associated with the organisation of the Continental Championship.

They must facilitate the entry of participants and officials into the territory of the host country and also facilitate the granting of the necessary visas for the visitors (work carried out in collaboration with the Administrative Manager of the Organising Committee, who must draw up a list with the nations whose citizens require a visa and contact the embassies of the organising country in the countries where the visa application is requested. He must also draft an official letter of invitation, which will be sent to the National Federations that request it).

They provide staff to ensure riders, officials and spectators' safety throughout the event (security forces, army, police, and so on). These forces must also ensure the security of the infrastructures at the various sites and security during the competitions (securing the course, access of authorised vehicles to sites, escort and protection for the riders, stopping traffic to prevent it disturbing the races, and so on).

They arrange the medical services and mobilise the hospitals and emergency services in the proximity of the course.

Public authorities also authorise helicopters to fly over the race in order to provide TV coverage for live broadcasting.

Public authorities are also involved in other aspects of organisation such as environment (cleaning of sites) and promotion of the event.

6.7. MEDIA

The media (television, radio, print press, Internet and social media) play a key role to promote and publicize the event. The Media Manager must therefore contact them a long time in advance; send them accurate information in relation to the event; and facilitate their work according to their professional requirements.

6.8. THE PUBLIC

The public is necessary for the success of the event. It is essential to motivate local population to attend the various races and side events. Moreover, to prevent a protest demonstration, it is also essential that local residents are kept fully informed of the restrictions associated with the event (road closures, for example).

6.9. TECHNICAL SERVICE PROVIDERS

Organising a cycling event cannot be an improvised affair. Whatever the experience and competence of the organisation team, it is often necessary for the organiser to resort to specialist service providers.

These service providers may contribute in the following ways: assembly and disassembly of the structures at the start /finish areas (start and finish arches, podiums, and so on); structures on the course (signage, intermediate time check station for time trials); provision and installation of the race radio network; timing and computer classification equipment ; neutral race service, etc.

6.10. THE SPONSORS

Sponsors are necessary for the organisation of the event and the accomplishment of the organisation plan that has been established. To organise a Continental Championship in accordance with the established rules requires indeed an important budget. The Marketing Manager of the Organising Committee, after finding the sponsors necessary to the smooth running of the event, must ensure that signed contracts are respected.

6.11. THE VOLUNTEERS

The organisation of a Continental Championship requires many collaborators. Indeed, in addition to the police and the security forces and staff, who will work mainly in the races and in the start/finish area, many other functions must be assigned: traffic at the access points to the circuits and to the parking areas; hospitality desk and accreditation check at the entrance of the headquarters, the media centre and the VIP tent; organising following cars position before the start of each rider during events and, where applicable, placing and removing of the name plates; photocopies and distribution of the official communiqués; daily distribution of catering to the officials; flags hoisting during award ceremonies; chaperons for anti-doping controls; and so on. In order to carry out these various tasks, the Organising Committee will call upon volunteers and remunerated hostesses. It is important to start recruiting a long time in advance to find truly motivated volunteers, aware that they will be part of a major international event. Volunteers, as the name suggests, work for free. It is therefore important, to keep them motivated throughout the event, to provide them with good working conditions (meals and drinks).

7. BUDGET

The organisation of Continental Championships represents a very important financial investment. The Finance Manager works in collaboration with the Marketing Manager in the quest for sponsors and establishes an accurate budget for each sector, taking into account the revenues and expenses, which he submits to the whole Organising Committee (National Federation).

The Finance Manager then distributes the available budget to the different sectors, taking into account the priorities and possible last-minute expenses, in collaboration with the Director General of the Organisation.

8. SITES

8.1. DESIGN AND DEVELOPMENT OF THE VENUES

The design must allow the movement of riders, staff of the teams and spectators to be regulated in a harmonious way and allow the start area/finishing zone to be set up and the banners and other promotional material to be distributed. Plans showing access to the site via diversions must be provided.

They show how the spectator zones can be accessed without obstructing the race. These proposed alternative routes must be clearly marked long their whole length. An infrastructure which is both reliable and suitable is essential for the proper conduct of the competitions. Successful organisation certainly depends on the amenities set up and their planned operation. *(See picture 2)*

Visual identification

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

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

This means of identification must be in the language of the country hosting the event but also in English or French. *(See picture 3)*



picture 2

Changing-rooms and showers

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

Bike wash area

4.1.046 The organiser must provide a bike washing area.

It is ideal to set it up on asphalt. Wooden pallets make a good floor if the area becomes too muddy due to rain or high usage of the water jets. The bike wash must be available free to all. *(See picture 4)*

Public-address system

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

Catering

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

Car parks

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

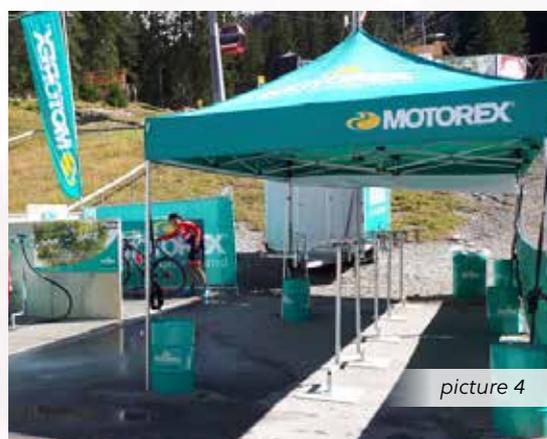
If the car park for the general public is a long way from the venue, a shuttle system must be provided to facilitate the movement of spectators.

Registration and accreditation office

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



picture 3



picture 4

Organisers' office and press room

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

Commissaires' room

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

Toilets

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

Accommodation and Transport

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

8.2. EVENTS

General information

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

Regulating the movement of spectators

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

Course map

A map must be made for each circuit. The maps are made available to the Commissaires Panel, the teams and the general public via the electronic bulletin board, the official programme. *(See picture 5)*

Marshals

The marshals are extremely important for an event. They are the main point of contact between the general public and the event. They must be recognizable and must be able to be easily identified by wearing a distinctive uniform. They are important ambassadors for the discipline and their dealings with the general public and the press will be remembered by each and every person once the event has ended. *(See picture 7)*

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

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



picture 7

You must provide them with:

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

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

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

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

Key points for marshal placement:

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

Extra marshals should be placed at spectator crossing points.

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

Inflatable arch

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

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

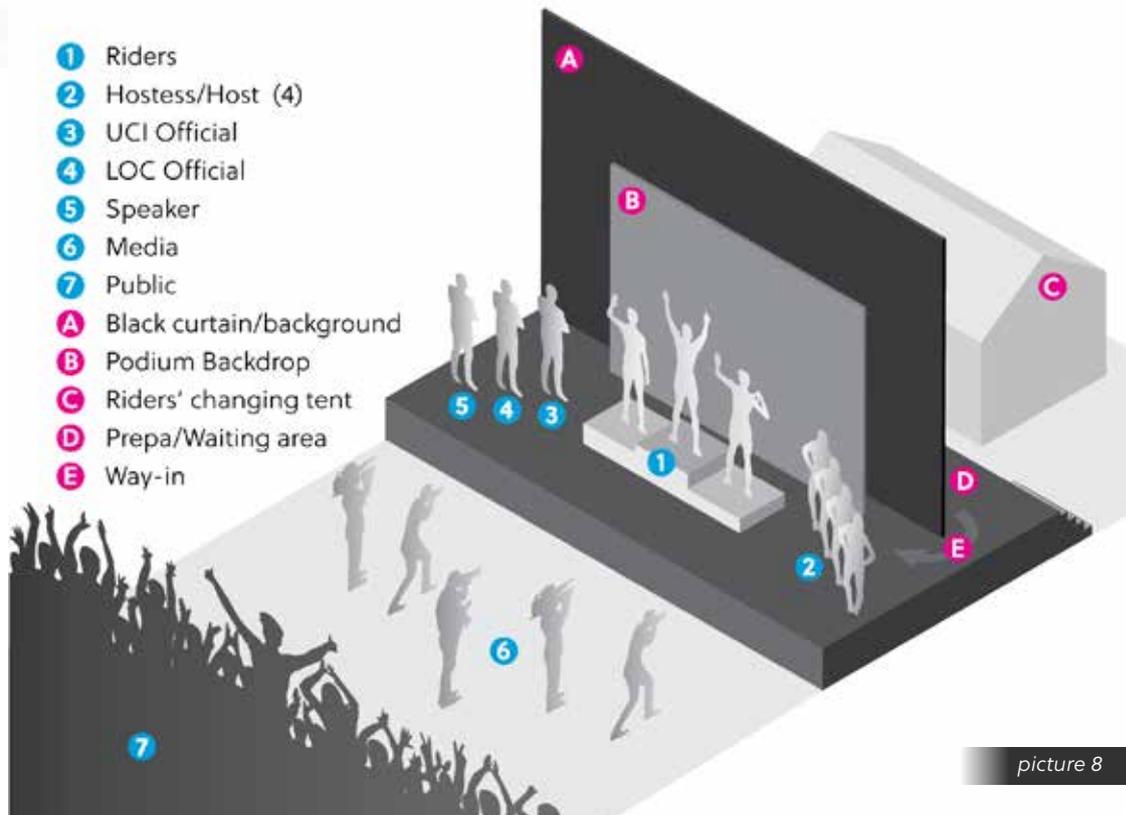
An inflatable arch will be able to be used to indicate the starting line if, and only if, the starting line is outside the circuit.

8.3. PODIUM FOR THE AWARD CEREMONIES

The podium must be set after the finishing line, possibly in a large area open to spectators. A delimited and protected space is reserved to accredited photographers in front of the podium.

The podium must be raised and equipped with three steps bearing the numbers 1, 2 and 3, respectively in the centre, on the left side and on the right side. (See picture 8)

The podium must be sheltered (to protect the riders and the authorities in case of bad weather or strong sun). The logos of the various institutions and sponsors involved in the event must appear on the backdrop.



The podium area must be equipped with a sound system allowing the speaker to carry out his function during the award ceremony (see above) and permitting to play the national anthems of the various winners. The organiser must provide a recording of the national anthem of each country of his continent. He can also ask either his Continental Confederation or the UCI. Three mats must be fixed in the ground, next to the podium, to hoist the flags of the countries of the three riders present on the podium. The organiser must provide one person to play the national anthem and three persons to hoist the three flags simultaneously. It is recommended to ask participating countries to bring a flag of their country (with regulatory dimensions). But attention, it is recommended to have at least two flags for each participating country (indeed, two, or even three riders from the same country may climb on the same podium). To avoid an embarrassing situation, and because more and more organisations use it, it is also possible to hoist the flags electronically on a LED screen, which solves the problem of having to provide physical flags.

The Continental Confederation must provide the continental champions jerseys and the medals. The host country must provide the bouquets of flowers (optional).

A covered space, sheltered from onlookers, must be installed just behind or next to the podium, so that riders can refresh before taking part in the award ceremony. Seating and fresh sealed bottles of water must be available. Another similar space must be installed for the authorities who will hand over jersey and medals. A third space, sheltered from onlookers, is reserved for the Chief of Protocol and the hostesses, so that they can change hidden from public view.

The schedule of the award ceremonies must be included in the program and in the technical guide. In principle, each ceremony takes place immediately after the race related thereto. Some imperatives may require the organisers to schedule two ceremonies one after the other, for example if there is not enough time between the arrival of the time trial for a category and the start of the next category; this can happen if, for example, more riders registered than originally planned, after the programme was already printed and distributed.

The Organising Committee must ensure that staff is available to pick up the riders who must attend the award ceremony as soon as they cross the finishing line and bring them immediately to the reserved space next to the podium.

8.4. ORGANISATION ASPECT

8.4.1. Equipment required

Timing system

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

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

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

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

Power supply

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

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

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

Tents

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

Information board

Install a clear information board near the registration office or near the podium. Inform competitors and the media of its existence and location to save them asking the Commissaires and organisers questions about rankings, times, etc. *(See picture 9)*

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

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



picture 9

Official programme

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

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

Race numbers and handlebar number plates

It must comply with the UCI rules, Article 1.3.075 (*See picture 10*):

- Height: 15cm
- Width: 14 cm

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

Radio/Walkie Talkie

Provide radios that have full coverage of the entire venue-course. Plan a radio network diagram that includes separate channel for: race operations-safety (marshals & medical)-commissaires. Plus, a backup or alternate/spare channel, radios and batteries. Prepare a daily 'sign in-sign out' form. (*See picture 11*)



8.4.2. Zones required

National Federations' area

Each National Federation is provided with an area from which to base their operations, free of charge. The organiser must offer equipment (tents, containers, tables, chairs, power and water supply, etc.) for hire. The area reserved for the National Federations is located behind the sponsors and exhibition areas. *(See picture 12)*

Expo area

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

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

VIP area

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

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



picture 12

Podium

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

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

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

Rigorous scheduling and presentation enhance the event. It is important to stick to the agreed schedule. *(See picture 13)*

8.5. ANTI-DOPING CONTROL STATION

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

The UCI has mandated the International Testing Agency (ITA), an international organization constituted as a not-for-profit foundation which provides independent expert anti-doping services to International Federations, for the purpose of managing the operational activities of UCI's anti-doping program. As such, the ITA is responsible for planning and carrying out the sample collection process during the event.



8.6. ACCREDITATIONS

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

It is suggested that the colour code used by the UCI is also used. Certain information must be shown on each accreditation: category, surname, forename, specific duty. The ideal solution would be photographic identity but it is not compulsory. On the back, give a summary of the programme and a few emergency numbers. *(See picture 14)*

Who has access to which zone(s)?

	PRESS ROOM	START AND FINISH LINE	FEED/TECHNICAL ASSISTANCE ZONE	COURSE (*)	VIP AREA
Team Managers / Team staff		X	X	X	
Press / TV / Media	X	X			
Organisation	Depending on the role of each person				
UCI Officials / Commissaires	X	X	X	X	X
VIPs / Sponsors					X



picture 14

9. FORMATS

9.1. CROSS-COUNTRY OLYMPIC (XCO)



Presentation of the format

Cross-country has been an Olympic format since 1996. It is an endurance sport where strength, an ability to accelerate quickly and technique are put to the test. Competitions last approximately 1h30 hours. (See picture 15 and 16)

Participation

4.1.004 *Except in the UCI world championships, continental championships and, at the discretion of national federations, national championships, under 23 men and women can ride the events for elite men and women respectively, even if a separate event is being run for under 23 riders.*

Definition

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

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

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

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

WORLD CHAMPIONSHIPS WORLD CUPS CONTINENTAL CHAMPIONSHIPS HORS CLASS CLASS 1		CLASS 2		CLASS 3		
	RACE TIME	LAP LENGTH	RACE TIME	LAP LENGTH	RACE TIME	LAP LENGTH
MEN JUNIORS	1:00 – 1:15	4km – 6km	1:00 – 1:15	4km – 10km	1:00 – 1:15	No restriction and any race format
WOMEN JUNIORS	1:00 – 1:15		1:00 – 1:15		1:00 – 1:15	
MEN UNDER 23	1:15 – 1:30		N/A*		N/A*	
WOMEN UNDER 23	1:15 – 1:30		N/A*		N/A*	
MEN ELITE	1:20 – 1:40		1:30 – 2:00		No restriction	
WOMEN ELITE	1:20 – 1:40		1:30 – 2:00		No restriction	

(See picture 17)



picture 16



picture 17

XCO Circuit parameters

The criteria for a good circuit are varied such as road sections, forest tracks, fields, and natural or gravel paths, and include significant amounts of climbing and descending. Naturally, the circuit must represent a challenge for the best riders, but it must also present a level of difficulty which is achievable when on a bike and must meet safety and visibility requirements as far as the media and spectators are concerned. *(See picture 18 and 19)*

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

When designing a course consider the requirements of spectators and when applicable television, as well as the riders. Creating a course in a small area allows spectators to see the riders multiple times per lap, and can be a big advantage for television coverage and production if applicable. A smaller area creates a nicer event atmosphere and is easier for you to manage. *(See picture 20)*

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

Design your course so that no riding or walking on the course is required to access spectator points. *(See picture 21)*

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



Course parameters

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

Before the UCI carries out its inspection, the positions allocated to the marshals must be numbered. This makes it much easier to indicate the sections where work may take place and above all, help the person carrying out the inspection to assess how the marshals are distributed along the course. *(See picture 22)*

Steep and/or potentially dangerous downhill must be marked using safety tape. The tape is fixed to slalom marker poles, which are made of PVC or other materials, generally around 50 centimetres above the ground. Metal marker poles are prohibited. *(See picture 23)*

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

Every time the situation dictates (for example, at the edge of a precipice, a tight bend at the foot of a downhill), safety netting must be put in place. Any sharp-edged wire netting is banned. It is possible to use a fine structure but with a hole size measuring a maximum of 5 cm x 5 cm. *(See picture 24)*

Bridges and ramps made of wood must be covered with a skid resistant material (abrasive paper, carpet, etc.). *(See picture 25)*



Where possible, roots, stumps, protruding rocks, etc. should be sprayed with fluorescent biodegradable paint to give increased rider reference at speed. Large roots in damp single track sections may have notches cut in them which will not affect the tree they belong to, but will stop the tyres of the bike slipping along the root. (See picture 26)

Wooden steps: If absolutely necessary ensure they are well covered with anti-slip or have notches cut into them, which will stop the tyres of the bike slipping along the wood. (See picture 27)

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

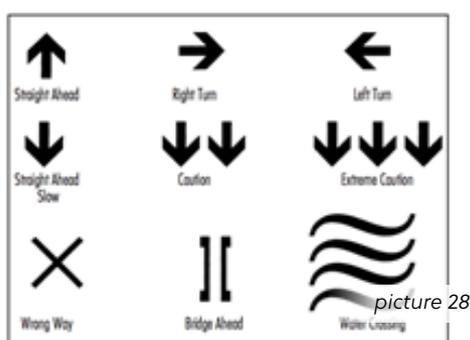
This system is described in Article 4.2.025 of the UCI rules. (See picture 28, 29 and 30)

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

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

A motorbike must be used to clear the course and to warn the marshals and spectators of the imminent arrival of the riders (it must remain a good distance from the first rider so as not to hamper his progress). It must indicate the number of laps remaining by displaying this information on the front of the vehicle. (See picture 31)

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



Call up area

Provide call up boxes near the starting line. These areas (grouping the riders in race number order) are provided to facilitate the call up. The size of the areas must be adapted to the space available and the number of participants; ideally, they should hold 20 to 40 riders for each box (60m² minimum per box). *(See picture 32 and 33)*

80% zone in XCO races

An 80% exit location will be decided on-site during the course inspection by the TD in conjunction with the PCP. At this location, a short corridor will need to be implemented to allow the riders to leave the course in order and have their transponders removed. This can be created with either barriers (6-8) or posts/tape. *(See picture 34)*

"80% Exit" signage should be prepared and be available for implementation once the exact location has been agreed. *(See picture 35)*



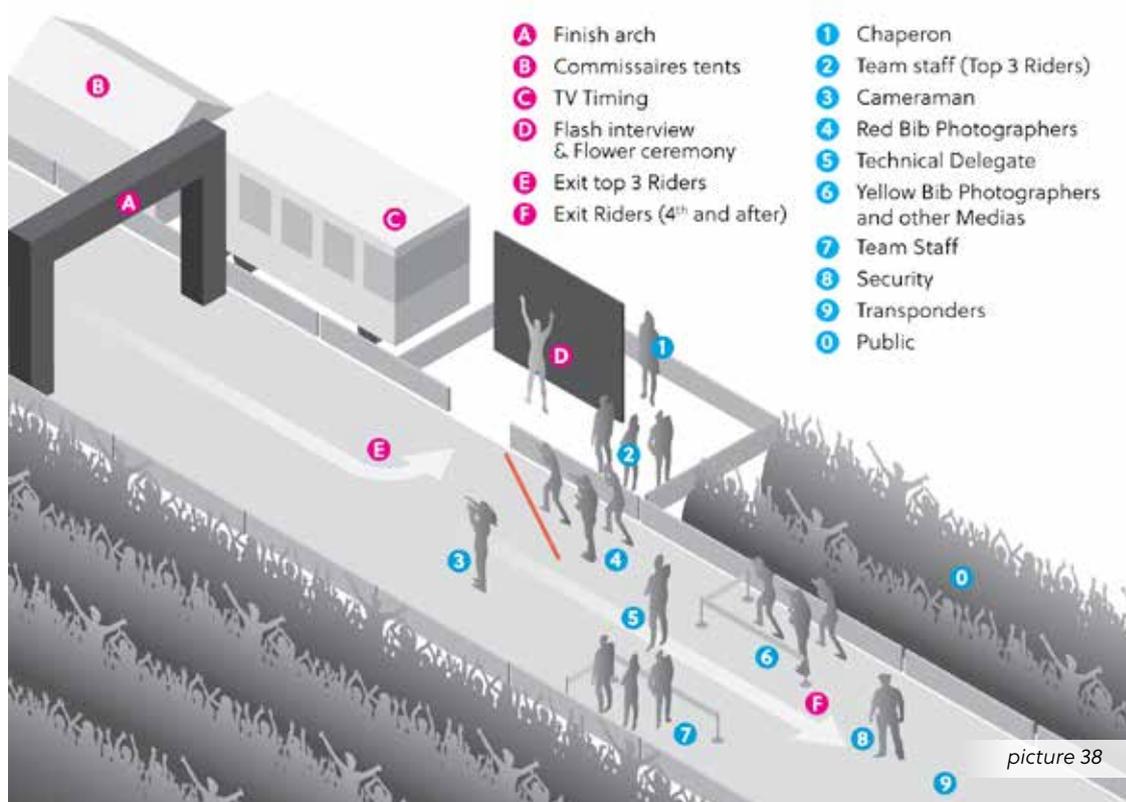
Start / Finish area

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

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

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

Barriers made of a hard material are required on both sides of the course approximately 100 metres before and 50 metres after the finish line. The finishing zone must be at least 4 metres wide over a minimum distance of 50 metres before the line and 20 metres after it. It should be laid out in a flat sector or on an upward slope. (See *picture 36, 37 and 38*)



Feed / technical assistance zone

Provide a zone which is between 75 and 100 metres long, in a flat sector or on an upward slope, where speed is sufficiently low and in a place which is wide enough to allow riders who are not taking refreshments or those who have already done so to be able to pass by without incident. Technical assistance and refreshments are always taken on the right-hand side. Two zones or a double zone are judiciously set up on the course (ideally, one should be close to the starting line). The zones must be clearly identified.

At least 'two for XCO, and three for XCM zones' must be judiciously set up on the course. (See picture 39, 40, 41 and 42)

Here are the rules relating to technical assistance:

- 4.2.035 *Feeding is permitted only in the zones designated for that purpose, which are also used as technical assistance zones. The zone is called feed/technical assistance zone.*
- 4.2.041 *Physical contact between feeders/mechanics and riders is permitted only in feed/technical assistance zones.*
- Water bottles and food must be passed up to the rider by hand by the feeder or the mechanic. The feeder or mechanic is not permitted to run alongside his rider.*
- 4.2.044 *No rider may turn back on the course to reach a feed/technical assistance zone. Any rider doing so is disqualified. Only within the feed/technical assistance zone itself, a rider may turn back without obstructing other competitors.*



picture 39



picture 40



picture 41



picture 42

-
- 4.2.045 *Technical assistance during a race is permitted subject to the conditions below.*
- 4.2.046 *Authorised technical assistance during a race consists of repairs to or the replacement of any part of the bicycle other than the frame. Bike changes are not permitted and the rider must cross the finish line with the same handlebar number plate that he had at the start.*
- 4.2.047 *Technical assistance can only be given in the feed/technical assistance zones.*
- 4.2.048 *Spare equipment and tools for repairs must be kept in these zones. Repairs and equipment changes can be carried out by the rider himself or with the help of a team-mate, team mechanic or neutral technical assistance.*
- 4.2.049 *In addition to technical assistance in feed zones, technical assistance is permitted outside these zones only between riders who are members of the same UCI elite MTB team, UCI MTB team or of the same national team. For the world championships, technical assistance is permitted only between riders of the same national team.*

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

Safety and first aid

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

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

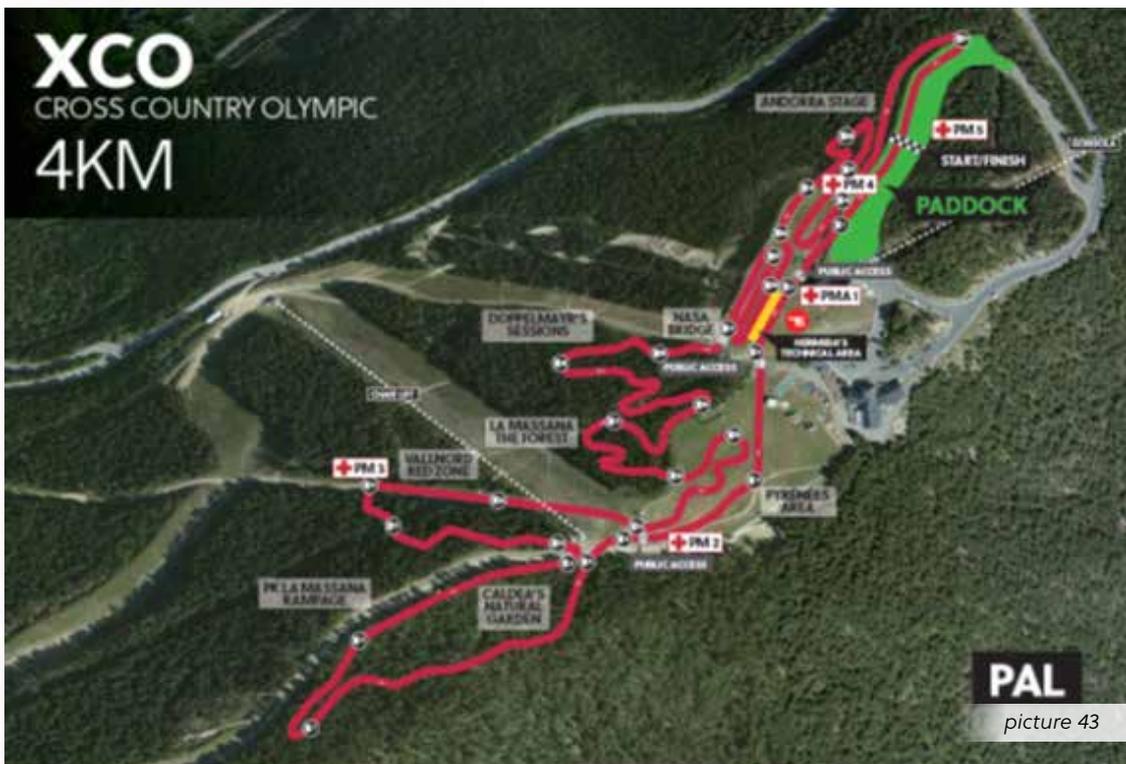
The radio communication system must cover the whole course with no «dead areas» uninterrupted coverage. The marshals and the first aid service must all be in close contact with each other by radio and with the organisers and the Commissaires.

- 4.2.057 *The organiser must take the measures required to facilitate the rapid evacuation of injured persons from any point of the course. All-terrain vehicles (motorcycles, quads, etc.) and experienced drivers must be available to reach difficult areas quickly.*

Potential hazard areas must be clearly identified and must be accessible by ambulance (four-wheel drive if necessary).

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

An example of a map giving the necessary information regarding the first aid.
(See picture 43)



picture 43

9.2. CROSS-COUNTRY TEAM RELAY (XCR)



Presentation of the format

Cross-country team relay has been introduced in 2001 in Vail, Beaver Creek (USA) and take place over the Cross-country Olympic course. It's only organised during the UCI Mountain Bike World Championships and Continental Championships as a nation competition. (See picture 44)

Rules

9.2.032 *For the team relay, each nation may enter only a single team.*

Each national team shall be made up of 1 Men Elite, 1 Women Elite, 1 Men under 23, 1 Men Juniors, 1 Women under 23 and 1 Women Juniors. However, the following substitutions shall be permissible:

- *Men Elite by Women Elite or Men under 23 or Men Juniors or Women under 23 or Women Juniors;*
- *Women Elite by Women under 23 or by Women Juniors;*
- *Men under 23 by Women Elite or Women under 23 or Men Juniors or Women Juniors;*
- *Men Juniors by Women Juniors.*

Each rider selected must already be entered for the individual downhill, or Olympic cross-country events.

4.2.015 *Cross-country team relay must be organised at the world championships and may be organised at continental championships as described in articles 9.2.032 and 9.2.033.*

Only during world championships and continental championships UCI points are allocated. A minimum of 5 nations must compete in the XCR for UCI points to be awarded. The UCI points are allocated to the nation and not to the riders individually.

An introduction to the format

The Cross-country Team Relay races take place over the XCO course. Each rider completes a single lap of the course and relays the next rider in their team by touching their team mate's arm, jersey or other part of the body.

The marking of the course, the start/finish area, marshals and first aid is the same as for the XCO course, therefore refer to the Cross-country Olympic section.

For the cross-country team relay event during the world championships, a feed/technical assistance zone should be set up for technical support only. For the sake of clarity, feeding from the feed/technical zone is not permitted for the cross-country team relay events.

Participation

Each national team shall be made up of six riders: one men elite, one men under 23, one men junior, one women elite, one women under 23 and one women junior.

If a team does not have enough riders in the categories noted above, substitutions may be made as follows:

- Men Elite by Women Elite or Men Under-23 or Women Under-23 or Men Juniors or Women Juniors,
- Women Elite by Women Under-23 or Women Juniors,
- Men Under-23 by Women Elite or Women Under-23 or Men Juniors or Women Juniors,
- Men Juniors by Women Juniors.

In allowing these substitutions, the principle is that it is better to have more teams competing rather than less.

The starting order of each team and the identity and category of the riders who will participate is decided by the team manager, who supplies this information to the President of the Commissaire Panel the day before the event at the end of the team managers' meeting. This starting order should be respected and is made public only shortly before the start. This start order may not be altered subsequently.

Exchange boxes

The "relay" takes place in an exchange zone near the start/finish area, specially set up for this purpose. If a relay is missed, the next team member cannot leave the exchange zone until the incoming rider returns to complete the relay. (See picture 45)

For the relay, boxes are constructed using barriers or fences, with one side of the barrier for incoming riders and the other side for outgoing riders. This arrangement is usually called "the exchange zone". (See picture 46)

The exchange boxes are allocated on the basis of the results of the team relay event in the preceding world championships. The order of nations not placed will be determined by drawing lots. The first nation will be installed in box number 1 and so on. (See picture 47)

The relay is achieved by physical contact between the incoming and outgoing riders. The outgoing rider must be stationary at the time of contact. (See picture 48)

Should an incoming rider have a "near miss" and not make physical contact with their team-mate in the exchange zone, that rider should return to their team mate (taking care not to interfere with other riders who may be entering the exchange zone) to affect the relay.

The President of the Commissaire Panel should be positioned in the exchange zone during the race to witness the relays (if possible one or more other Commissaires should assist).



9.3. CROSS-COUNTRY SHORT TRACK (XCC)



Presentation of the format

The Cross-country short track (XCC) has been introduced during the UCI Mountain Bike World Cup since 2018.

The Cross-country short track (XCC) will be introduced as from 2021 at the UCI Mountain Bike World Championships and Continental Championships awarding a separate jersey for Men and Women. *(See picture 49)*

Participation

For cross-country short track (XCC), each rider selected must already be registered for the cross-country Olympic (XCO) event.

Definition

The circuit for a format cross-country short circuit (XCC) event shall not be more than 2km with a race duration of 20-25 minutes for both Men and Women. Ideally, for the Mountain Bike Continental Championships, a course of 1 to 1,5km length (eg. start loop) with 2-3 minutes lap length should be used.

XCC Course Parameters

The course should be a wide, flowing course using the XCO Start/Finish straight and line, with no requirements for "features" or any section of single track. The course should be very spectator and television friendly.

The number of laps will be decided after the completion of the first lap and communicated by the race announcer and displayed on the Finish arch display.

Specifications

Technical regulations:

The Cross-country Olympic section (9.1) of the guide will also cover also the Cross-country short track (XCC) such as communication, marshalling, course marking, 80%, technical assistance zone, start/finish area, safety and first aid, etc

In addition, we make you aware of the following:

- A qualification race may be used a discrepancy of the organiser to determine the number of riders to the final
- for XCC, the minimum tyre width must be 45mm

Schedule

The Cross-country short track (XCC) race must be a separate event (separate race, separate jersey, separate UCI points) and should take place two days before the Cross-country Olympique race.

Straight after the finish, a ceremony will be organised for the top 3 riders.

Age Category

Cross-country short track (XCC) events are open to all riders aged 23 or over.

9.4. CROSS-COUNTRY MARATHON (XCM)



picture 50

Presentation of the format

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

As with a Cross-country Olympic event, the marathon course must present a level of difficulty which is achievable when on a bike and is safe. The course must present a range of terrains capable of showing off to advantage the athletic and technical skills of the participants. (See picture 50)

Participation

4.1.005 *Cross-country marathon events are open to all riders aged 19 or over and include masters categories. No separate results must be submitted for under 23 or masters categories.*

XCM Circuit parameters

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

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

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

9.5. DOWNHILL (DHI)



Presentation of the format

An individual race which is a time trial consisting of the rider finding the fastest racing line. A very spectacular format since the race is not over until the last rider has crossed the line. (See picture 51)

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

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

Participation

4.1.006 *Except for the world championships, downhill events are open to all riders aged 17 or over.*

At the world championships and at the world cup, separate junior events are organized for men and women (aged 17 and 18).

For all other downhill events on the international calendar, the UCI points are awarded in relation to the riders' time and not to their category. To ensure that this rule is correctly applied, only one combined result needs to be sent to the UCI.

Comment: When a juniors downhill rider would score the best time at the national championships, (s)he must wear the elite jersey. The junior jersey is not awarded in this case.

Downhill parameters

An individual race which is a time

- 4.3.004 *The course for a downhill must follow a descending route.*
- 4.3.005 *The course comprises varied terrain sections: narrow and broad tracks, woodland roads and paths, field paths and rocky tracks. There normally is a mixture of fast and technical sections. The emphasis of the course is to test the riders' technical skills and their physical ability.*
- 4.3.006 *The length of the course and the duration of the event are determined as follows:*

	Maximum
Course length	3500m
Duration of the event	5 minutes

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

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

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

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

Make sure that the spectator zones are easily accessible.

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

Start area

Staging area must have the following: big enough space for the riders to warm up - portable toilets - information board for the start list - tables and chairs for transponder pick up (if necessary). *(See picture 52)*

The start area must be covered in order to protect the Start Commissaire, Timing staff and the riders while they wait. The start area will have to be at least 2 metres wide. *(See picture 53)*

Finish zone

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

The finish banners or arches must be placed immediately above the finish line at least 2.5 metres above the ground and must cover the entire width of the track. *(See picture 54)*

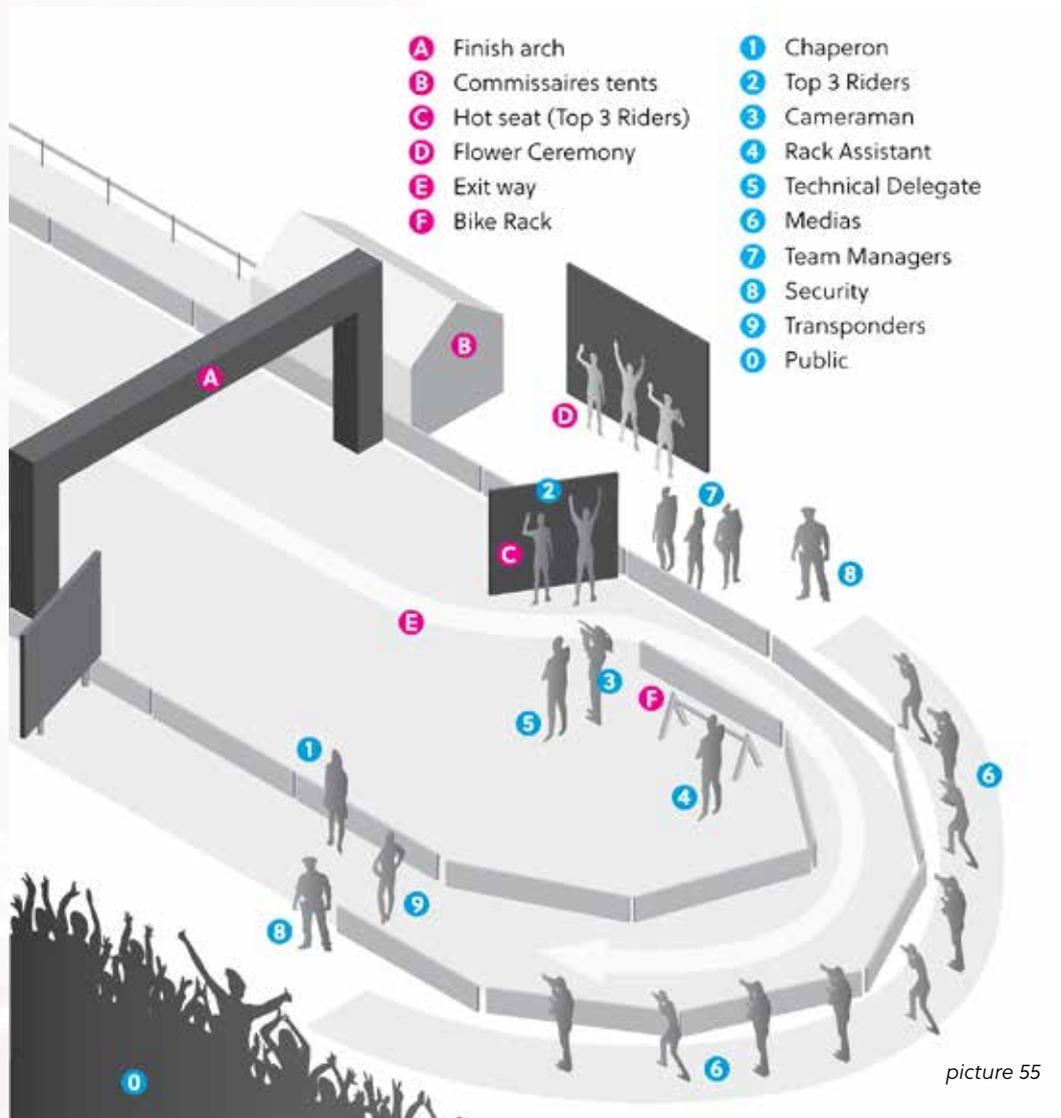
Barriers made of a hard material are required on both sides in the area around the line (before and after).

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



Finish bowl

The finish area must be at least wide. A braking zone of minimum 40m free of all obstacles is required after the finish line. Sufficient barriers must be put in place before and after the finish line. The finish line must be at least 8 meters wide. *(See picture 55)*



Safety and first aid

The entire downhill course must be marked by tapes fixed 50cm from the ground on PVC or wood stakes. Metal stakes must not be used. (See picture 56)

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

Marking poles must be angled towards the outside of the course. (See picture 57)

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

Trees must be covered with good quality pads. (See picture 58 and 59)

Rubber matting on all wooden bridges and jumps is also compulsory. (See picture 60)

In appropriate areas, catch nets which comply with ski federations norms must be used. Therefore, it is strongly recommended to use mesh fencing covered by a canvas plastic sheet in dangerous / extreme sections. (See picture 61)

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

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



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

In very fast and dangerous sections, where the rider line is close to the course boundary, B lines must be installed as per diagram below. (See [picture 62 and 63](#))

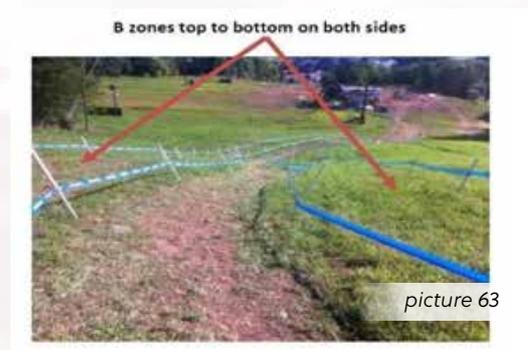
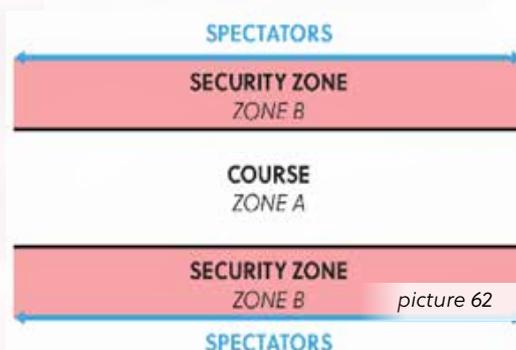
Articles of the UCI rules concerning the marshals:

- 4.3.015 *Each marshal must be located in direct line of sight of the next. They signal the arrival of riders with a short, loud blast on a whistle.*
- 4.3.016 *The marshals must be provided with flags so that the safety system below can be used.*
- 4.3.017 *During official training every marshal must carry a yellow flag which must be waved in the event of a crash to warn other riders who must slow down.*

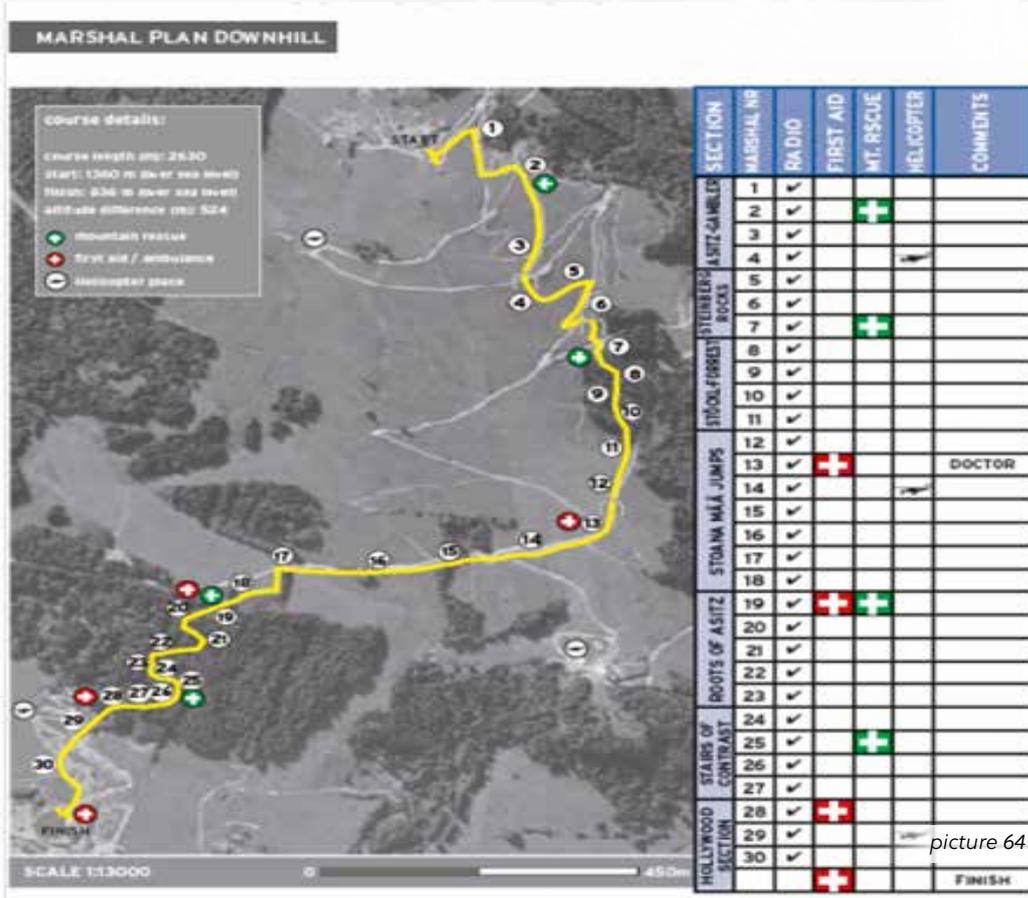
The radio communication system must cover the whole course with no «dead areas».

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

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



Below is an example of a plan showing the marshal positions. (See picture 64)



picture 64

Procedure for stoppage of races

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

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

The red flags are used in training and racing.

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

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

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

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

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

Training session

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

4.3.021 *The following training sessions must be organised:*

- *An on-foot inspection of the course must be organised before the first training session. No bikes are allowed on the course during the on foot downhill course inspection.*
- *A training session, the day before competition.*
- *A training session on the morning of the race day.*

No training is permitted whilst a race is in progress.

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

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

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

Transport/uplift, to the top of the course

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

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

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

If a chair lift is used for transportation:

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

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

10. ACCOMODATION

10.1. OFFICIAL HOTEL

The official hotel provides accommodation for the UCI and Continental Confederation authorities, the UCI Technical Delegate and the UCI Commissaires.

In case the official hotel is not on the competition venue, the organiser needs to provide a shuttle or transportation from the official hotel to the venue for the UCI staff, UCI Technical Delegate and UCI Commissaires.

11. TRANSPORTATION - VEHICLES

11.1. AIRPORT SHUTTLES

All UCI officials (UCI Technical Delegate, UCI Commmissaires, etc) must be collected at the airport. Shuttles must be provided to transport them to their respective hotels.

It is also recommended, in the presentation booklet of the Continental Championships, to provide information concerning transportation.

11.2. VEHICLES PROVIDED BY THE ORGANISER

For the Continental Championships of Marathon (XCM), a vehicle must be made available for the UCI inspection for the UCI Technical Delegate and UCI Commissaires.

12. SECURITY

The Organising Committee must draw up security plans, in collaboration with the public authorities and the police. Security concerns people (riders and their entourage, officials, guests and spectators) as well as locations (airport, hotels, course, start/finish area, training areas) and property (equipment belonging to the teams, to the media and telecommunication and all the infrastructures).

The Organising Committee must therefore take out a good third-party civil liability insurance covering the Organising Committee's organisational liability in case of personal and/or material damage.

13. TV PRODUCTION

The Organiser may at its own cost (but is not obliged to) organise a TV production of the Competition.

In such situation, the Organiser shall get in touch with the UCI Marketing Department, Mrs Susanne Lenz (susanne.lenz@uci.ch) at least 6 months before the event in order to be provided with further information on production guidelines and to confirm the Host Country Rights' clearance.

In the case the LOC decide to invest in a full live production, the host broadcaster has to make the live signal with at least 4 audio channels (channel 1+2: international sound full mix, channel 3+4: English Commentary full mix or international sound full mix) available to the UCI and a dedicated SNG truck.

14. COMMUNICATION

The Organising Committee must quickly establish and implement a communication and promotion plan and share it with the media, the public and the potential or confirmed sponsors.

To put its plan into action, the Organising Committee must use all available means, from traditional media to social networks via digital media.

The Organising Committee can also create its own branding and gadgets.

It is necessary to create, as soon as possible, the poster announcing the event and the official programme, with advertising spaces that will be sold to potential sponsors.

The media

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

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

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

Other

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

It is necessary to create, as soon as possible, the poster announcing the event and the official programme, with advertising spaces that will be sold to potential sponsors.

There are numerous publicity materials:

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

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

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

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

15. OPENING AND CLOSING CEREMONIES, AND OFFICIAL DINNER

All these side events are optional and depend on the specifications the Continental Confederation sent to the host country Organising Committee.

If one or more of these events are organised, one or more additional work teams must be provided and everything must be ready in due time.

If teams (athletes and/or staff) must attend one or more of these side events, they should be informed sufficiently in advance. Indeed, a mandatory participation, for example in the opening ceremony, may imply that they must arrive one day earlier in the host country.

16. COMPETITION PROGRAMME

The programme given below is an example of the optimum organisation of the Continental Championships. For the Cross-country Short Track (XCC) race, it must be a separate event (separate race, separate jersey, separate UCI points) and it should take place **two days before the Cross-country Olympique race**.

DAY	TIME	PROGRAMME
Wednesday		UCI Course Inspection by the UCI Technical Delegate Rider's confirmation
Thursday		Rider's confirmation XCO Training DHI On Foot Cours Inspection DHI Training
Friday	14.00 16.00	Riders' Confirmation XCO Training XCO - Start Women Junior XCO - Start Men Junior DHI Training
Saturday	07.30-08.30 09.00 11.00 13.00 15.00	XCO Training Start Women Under 23 Start Men Under 23 Start Women Elite Start Men Elite DHI Training DHI Qualification
Sunday	08.00-09.00 09.30 10.00 13.00 14.00	DHI Training DHI – Start Women Junior DHI – Start Men Junior DHI-Start Women DHI – Start Men

17. RESULTS

Despatch of the results

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

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

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

18. RULES

UCI Rules

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

The up-to-date version of the international rules is available on the UCI's website.

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

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

19. UCI CONTACT

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