



**Jersey Cycling Association**

## **Race Organisation for events held on public roads (road race and time trials)**

Version 5.0

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This section is not intended to be prescriptive, but to indicate key activities important for a successful event and to give guidance on how these activities may be accomplished. These guidelines refer throughout to the 'Race Organiser', which includes members of the event team working on behalf of the organiser.

### 1. Duty of Care

The general principle behind these guidelines is that cyclists must take responsibility for their own safety and they will have confirmed this by signing the race sign on sheet disclaimer. The race sign on sheet thus is a key document – making sure that cyclists have filled it in properly and then retaining the signed forms, is important.

However, any organiser of an event also has a '**duty of care**' towards all involved, including competitors and event officials, auxiliary helpers such as first-aiders and members of the public who may be affected by the event. A duty of care is an obligation to adhere to a standard of reasonable care while taking any action which could foreseeably harm others. Every race is different and has different requirements and challenges and it is not possible to be prescriptive about the details of all categories of event. The Race Organiser should thus consider all foreseeable areas of potential hazard and put in place reasonable precautions to reduce the risks (other than risks inherent to bicycle racing) to an acceptable level.

### 2. Pre event

- Phone/email the Duty Centenier on a Thursday evening for the Parishes through which a race passes.
- Request assistance from the Honorary Police as necessary.
- Phone or email Emma Coxshall at States of Jersey Police to inform them of the event.
- Order a portaloo to be positioned at race HQ when a public toilet is not within reasonable distance.
- Consult the course risk assessment.
- Check the course a couple of days before for roadworks or any other potential new risks.
- Consult the JCA Calendar and Racing Sub-committee for approval if any changes to the published course are needed.
- The Event must be delivered as indicated on the calendar (e.g. timing, distance) – any changes deemed necessary by the organiser must be agreed by the JCA (in advance) or if there is a need to cancel the event. The Race Organiser must communicate any agreed changes or cancellation to Member's Racing Secretaries.
- Contact the marshals on the marshal list to ensure they are able to attend or find out who their substitute is.

### 3. Day of Race

- Put out warning signs on the course as indicated by the risk assessments.
- Place arrows to indicate course direction at junctions where marshals are not required.
- Set the handicap timings for different groups.
- Race organiser has the delegated authority to rule on any infringements of the rules during the race, with the maximum penalty being disqualification. Any more serious infringements or offences, or where the infringement, offence or penalty is disputed, will be subject to the JCA's Disciplinary procedure.
- All bicycles must be in a safe condition and may be inspected to ascertain their condition; any bike deemed by the Race Organiser, or his nominee, to be unsafe will



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not be allowed to start unless it is made safe to the satisfaction of the Race Organiser or his nominee.

- Organise appropriate signing on facilities for riders.
- Riders who are not members of a club or team in membership of the JCA will be permitted two races per year before they are required to join a JCA member to continue racing.
- Check that any guest riders have not exceeded the two race limit.
- Ensure that a qualified First Aider is present and that a First Aid Kit is available.
- Receive and account for the race entry fees.
- Check that riders wishing to race are eligible to race.
- Conduct a race briefing for all riders pointing out anything they need to be aware of or give special attention to including a reminder to be courteous to other road users.
- Check that race numbers are correctly positioned.
- For JCA Championship events ensure that all riders are wearing their club kit or neutral kit devoid of advertising.
- 30 minutes before the start time conduct a briefing for all marshals prior to their dispersal to their allotted marshalling points.
- Ensure marshals have a red flag and marshal bib.
- Ensure all marshals sign on and give a mobile phone number.
- Maintain a marshal's signing on sheet.
- The race organiser will give all marshals his/her mobile phone number.
- Race organiser/starter will alert riders when it is 5 minutes to the time when the first rider/group starts.
- Carry out gear checks, in line with British Cycling Gear Restriction Regulations, on the bikes of non-senior riders (mainly junior age category but possibly Youth A [U16] and Youth B [U14] in some time trials).
- For time trials the Race Organiser will prepare the start sheet either when riders sign on when entry is on the line or prior to the race when entry is online.
- The Race Organiser will monitor entries to ensure that the rider number limits for the course are not exceeded by more than 10%.
- The Race Organiser, in consultation with other race officials, may cancel the race on the day if conditions are deemed sufficiently adverse. If they do so, they must submit a brief written explanation to the JCA Calendar and Racing Sub-committee.
- If the race will be recorded on video or photographs by the Race Organisation, then Competitors (parents or legal guardians in the case of junior races) should be informed. This can be done by including the following sentence in the 'disclaimer' on the entry form: "I accept that the Race Organiser may use photographic or video equipment for the purpose of monitoring the race".
- It is not necessary to ask permission from competitors for professional and semi-professional photography companies to record the race, though it would be courteous to make this known at race registration if the photographer has been specifically invited. If a competitor or parent objects they should be referred to the photographer.
- Ensure that sufficiently visible lap counting device is displayed at the start of each lap indicating the number of laps to the finish and that a bell is available to alert riders that they are starting the last lap.

### 4. Post Event

- Prepare event results (provisional within 24 hours of event).
- Retrieve as soon as possible all signage after the race has finished.
- Complete an Incident log when necessary including any accidents.



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- The Data Protection Act applies to personal information (including the entry forms and any videos or photographs) collected and retained for the event. Race Organisers may keep entry forms until all results are agreed and all possible consequences of the event can be assumed to have come to his or her attention and been resolved.
- Circulate the final results to all JCA Members and the JCA Secretary for publication via their respective websites and social media.
- Write a race report for publication in the JEP.