



Road races  
organiser's

# Guide



*International  
Cycling  
Union*







*International  
Cycling  
Union*

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# **ROAD RACES ORGANISER'S GUIDE**





# INTRODUCTION

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The UCI's basic mission is to develop cycling all around the world at all levels. Behind this stated objective, there is a lot of hard work conducted on the ground: men and women who, through their love for the sport and devotion to cycling, use the resources available to them to bring cycling to life over five continents. Without them, our sport would simply not exist.

It is these people's skills that determine the quality of their events, whether a race on the World Calendar, the top of the pyramid, or an event on one of the UCI Continental Circuits. The popularity and development of cycling now depends to a large degree on the quality of the competitions that make up the calendars. This is why it is important to give organisers the means to allow them to accomplish their work in the best manner possible.

The "Organiser's Guide to Road Events" is an extremely useful tool for race organisers. It is further demonstration of the UCI's commitment to providing members of the family of cycling with the resources they need.

This publication adds to a wide range of guides already issued by the UCI. It will contribute to raising the general quality of events in our sport and will assist cycling's growth at international level.

On behalf of UCI, I would like to thank all the organisers for their commitment to cycling and wish them all the utmost of success in organising their events.



Pat McQuaid  
President



Road cycling is a sport that is rapidly expanding. New events are springing up all around the world, and an increasing number of organisers want to become part of the great family of international competitions.

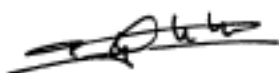
Organising a cycle race, although certainly an exciting project, is not an easy task. Passion, desire and commitment are essential as well as a wide range of other skills. Road cycling is special in several different ways: the race takes place in public areas and covers vast distances; the organiser is faced with problems that do not exist for most other sports.

Conscious of the numerous questions that an organiser may have and specific problems that may need to be resolved during organisation, the International Cycling Union is publishing this "Organiser's Guide to Road Events". The objective of the guide is to assist organisers in all the stages of bringing their project to fruition. It is a complete, practical manual. It explains in a clear, accurate and specific manner, with the aid of illustrations, all aspects of organising a successful race and allows the necessary organisational techniques to be mastered.

The improvement of organisers' skills, and thus the quality of their events, forms part of the UCI's central objectives, as both of these improvements are fundamental to the development of cycling.

The guide is aimed both at first-time organisers of international events and those who already have a solid experience in event organisation. The first-time organisers will find the basic facts they require, while those with more experience will discover information to complement their skills.

I would like to express my thanks to all organisers and wish their events a long and successful life!



Philippe Chevallier  
Road Department Manager

## BACKGROUND

The Road Department organises, monitors and develops road cycling around the world in cooperation with the Road Commission and under the supervision of the UCI Management Committee. The Road Department carries out the following tasks within the UCI: the regulation and management of road cycling, its promotion and development throughout the world and assisting the various members of the family of cycling. Furthermore, the Road Department manages the UCI Road World Championships and the road events of the Olympic Games.



The Road Department, together with all other UCI Departments and Services, has administrative offices at the World Cycling Centre (WCC) in Aigle, Switzerland, some 100 kilometres from Geneva international airport. The WCC is a centre of excellence where the UCI provides training for many young riders from all parts of the world.

The Road Department consists of a Manager, sports coordinator, organisation coordinator and expertise coordinator. There are also two assistants.

If you have any questions or require any information the Department staff will be pleased to help. The Road Department can be contacted by e-mail at [route@uci.ch](mailto:route@uci.ch).

## ACKNOWLEDGEMENTS

The Road Department would like to thank the commissaires and organisers who contributed to the production of this guide. They have made their knowledge, experience and know-how available, to the benefit of cycling as a whole. On behalf of all organisers, present and future, we thank them for their generosity.

We would also like to thank the photographers Graham Watson and Mao Mouden whose excellent images perfectly illustrate this guide.

Nature deserves our respect. Environmental concerns now come first and foremost in determining the future of our planet; each and every one of us must make a contribution. The world of cycling must cooperate with these efforts. This will guarantee the reputation of cycling events and ensure their development in the future.

With this in mind, the UCI would like to use this prologue to bring these matters to the attention of everyone involved in cycling.

By its very nature, the bicycle is the perfect environmentally-friendly means of transport. It is thus essential that all cycling events are exemplary in their environmental considerations.

Environmental problems that arise are essentially issues related to behaviour. This means that they can be corrected by raising the consciousness of those involved. Many environmental problems can be resolved by implementing simple, practical and inexpensive measures.

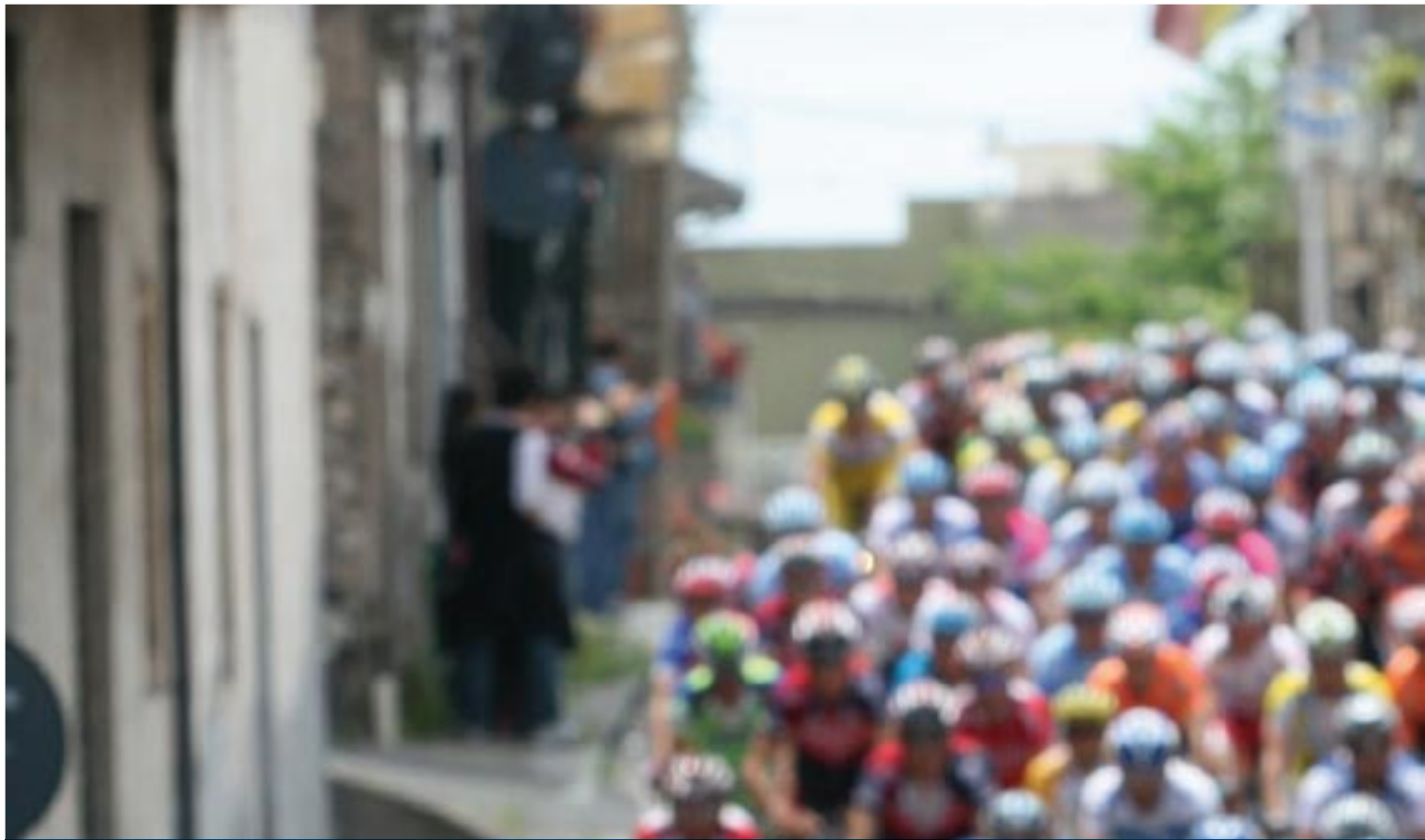
There are a series of international standards on environmental matters, known as ISO standards. These are the following: ISO 14 001, 14 010, 14 011 and 14 012. These standards have been drawn up in such a way that they can be applied to all types and sizes of organisation and can be adapted to all geographical, cultural and social situations. The standards provide guidelines which users can adapt to their organisations.

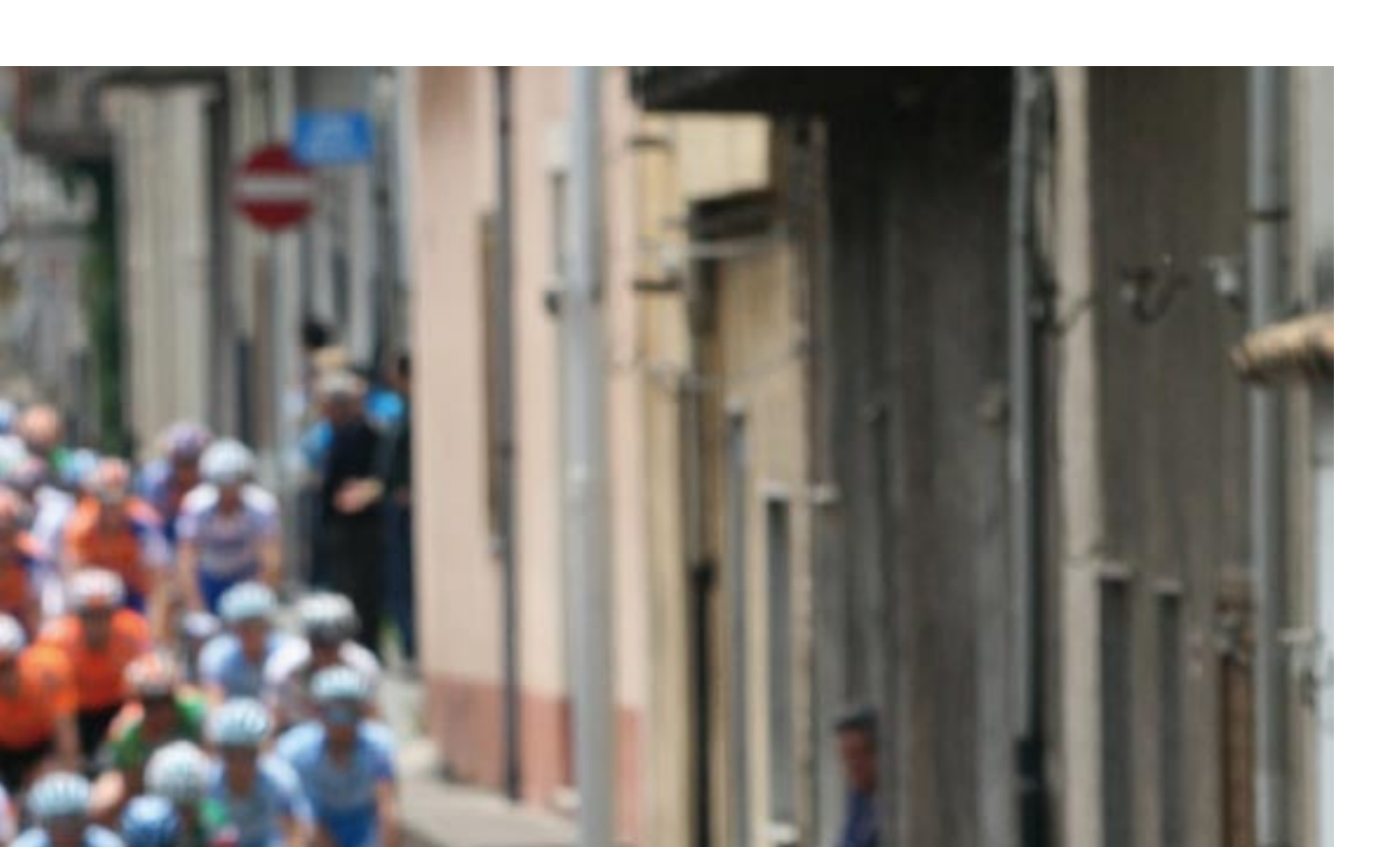
The inappropriate management of harmful environmental effects relating to the organisation of a cycling event may not only severely damage the reputation of the event itself but can also be detrimental to the sport of cycling in general. It is thus the organiser's task to identify the event's potential environmental problems in advance and implement appropriate measures and solutions. These problems should be addressed in three stages: before, during and after the race.

Environmental concerns should not be the subject of a special study or specific programme, but rather should be completely embedded and form an integral part of the organisational plan. The objective is that, eventually, measures that are currently considered to be "environmental measures" will become completely natural and routine for all those involved.

It is with this in mind that you will find several "green issues" highlighted in the chapters of this guide. These have been inserted to make organisers aware of environmental problems and offer practical advice for cycling events. It is up to the individual organiser to apply this advice.







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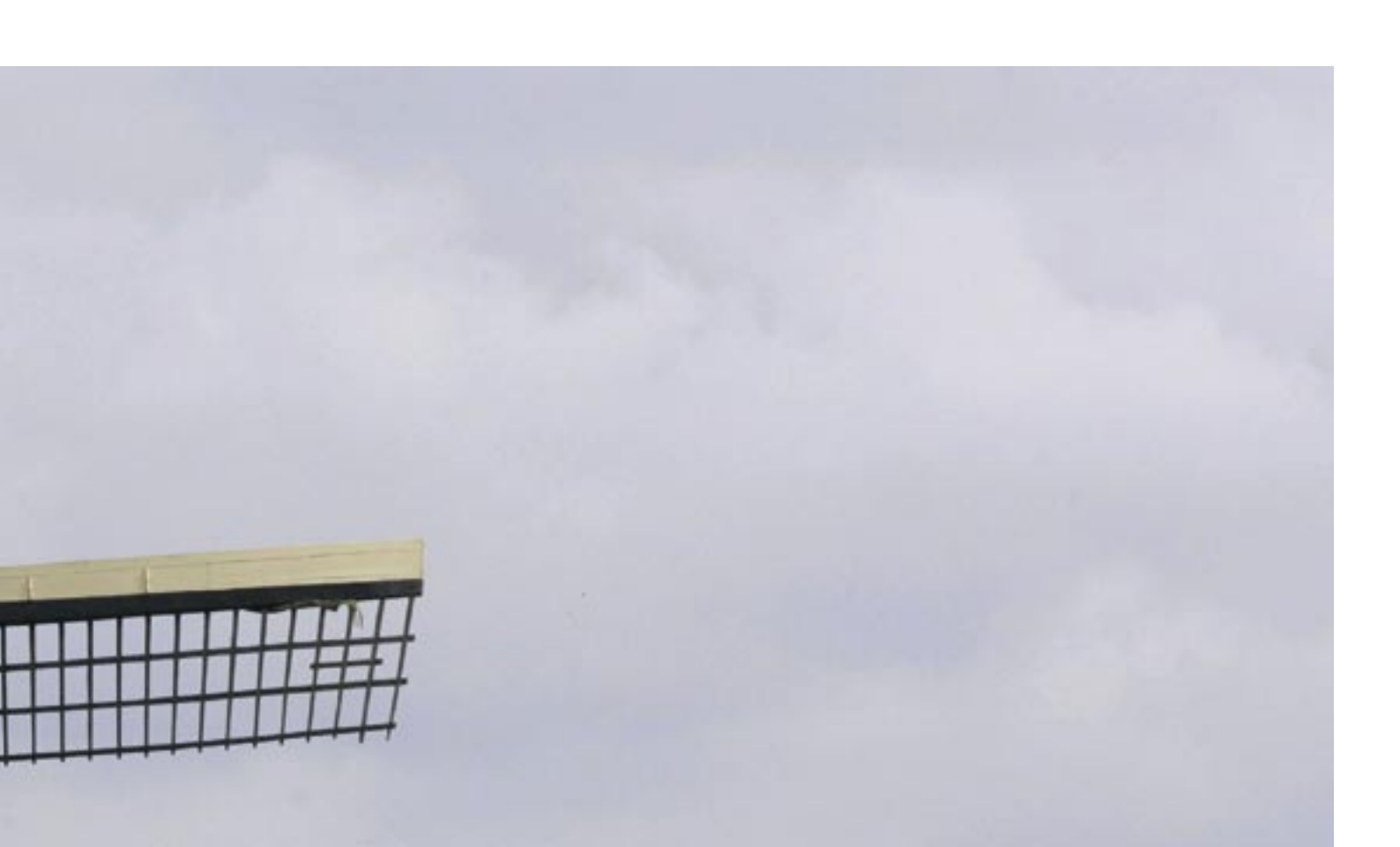
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# CHAPTER 01

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# THE ORGANISER



# A

## ORGANISING A CYCLE RACE

Organising a cycle race on the road is not a simple matter, especially if it is an international race on the UCI calendar. Registration with the International Federation inevitably means making a commitment to certain quality standards and regulations.

Individuals or groups embarking on organising an event may have a range of different motivations. Whatever these motivations are, the commitment to the event must be very stable.

Organisers may want to put on an event for the following reasons:

### Emotional reasons

It is very often the case that the individuals behind race organisations are personally and emotionally attached to cycling. Organisers may be former competitors, club officials, enthusiasts, etc. For these individuals, it is above all a matter of sharing and passing on their love of cycling.

### Social reasons

Road cycling conveys very many educational and social values. As a result more events are being organised, including in countries where cycling has been a minority sport up to now. It is consequently not unusual to see organisers establish new events to respond to demand within their countries and to afford young riders the opportunity to race.

### Cultural reasons

In some countries, cycle road races have a long-standing popular tradition. It is very common for cycle races in these regions to be organised to coincide with local festivals. In this way the event represents a significant shared experience for the organisers, riders and general public.



### Promotional reasons

Television coverage of road races allows viewers to discover a town or region. As a result, many towns, regions and countries have chosen road cycling as a promotional tool and have become race organisers for this reason.



Similar motives apply to companies who have chosen road cycling for their own advertising purposes. Whether it is a matter of improving brand recognition, increasing sales, acquiring a positive image with clients or developing public relations, road cycling is an effective tool that is relatively inexpensive considering the wide media coverage. For these reasons, some companies organise their own events.



# B

## CATEGORIES OF ORGANISER

**The organiser of a cycling event must be licensed as an organiser by the National Federation of the country in which the event will take place.**

Different events have different categories of organiser. The following organisations may act as organisers:

### **National Federation**

The National Federation is entirely responsible for organising the event. A well-structured Federation will have an internal body with a salaried staff responsible for organising major events on its territory.

The event can be organised with the financial and logistical support of the country's public authorities to a greater or lesser extent.

### **A club affiliated to the National Federation**

A non-profit making club is run by its members who are usually not receiving a salary.

The organisation team is entirely, or mostly, made up of volunteers.

The continuity of the event, year after year, can be uncertain as it depends almost entirely on the commitment of the volunteer organiser (club chairperson and/or race organiser) and his/her team.

### **Private company affiliated to the National Federation**

A race can be organised by a private company. Many races are organised by companies that specialise in sports events.

The organiser mobilises its human, financial and technical resources to establish, manage, develop and promote its event.

As is the case for all commercial enterprises, the continuity of organising the race, a product of the company, depends on the company's capacity to sell the event.

In practice, an organiser, irrespective of its category, often develops relationships with other entities such as clubs or companies who collaborate in specific domains to ensure the successful organisation of the event.



## C

## THE ORGANISER'S RESPONSIBILITIES

The organiser is the sole body responsible for its event with regards to all other parties (the authorities, participants, officials, spectators, other people in attendance, etc.) and in all respects (administrative, financial and legal). The organiser is responsible for making all arrangements to ensure the event runs smoothly and must strive to achieve an optimal quality of organisation. The organiser must always remember that the various parties involved in the event (teams, officials, volunteers, press, etc.) should be given the opportunity to operate under the best conditions possible. Above all, safety must be a priority throughout the event for everybody's benefit. The organiser must pay particular attention to any obstacles or other unexpected events that may occur during the race that could influence the race results, for example the peloton being stopped at a level crossing. The organiser should take all necessary measures to avoid such unforeseen events interfering with the race.

The organiser should also ensure that the event fully complies with UCI regulations as well as all other applicable laws and regulations. All the administrative authorisations required by the laws and regulations of the country in which the event is held must be obtained.

The organiser must take into consideration all risks relating to the event. Risk assessments must be carried out and all necessary certification received from the National Federation or local authorities.

The organiser must consider that it may be necessary to cancel the event, for example in cases of force majeure (adverse weather conditions, political reasons, etc.). Furthermore, the organiser must be prepared to deal with any serious accident that may occur. All necessary safety measures must be implemented and it must be possible to direct suitable medical care quickly to all parts of the race circuit.

Furthermore, the organiser must take out an insurance contract covering all risks relating to the organisation of the event. This insurance policy must name the UCI as a co-insured party and must cover any claims that may be made against the UCI in relation to the event. The UCI can in no event be held liable for problems with the course, any accidents that may occur or cancellation of the event.

The UCI's control of the event through an international commissaire only relates to sporting matters. The organiser is solely liable for the quality and safety of the organisation and all installations.