



**INTERNATIONAL  
CALENDAR EVENT**

# **ORGANISATION GUIDE**

**TRACK CYCLING  
INTERNATIONAL COMPETITIONS  
CL1-CL2**

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# 1. INTRODUCTION

## 1.1 PURPOSE OF THIS GUIDE

This Organisation Guide is a useful tool to plan a track competition. It has been created to facilitate the work of the Organiser (OC) and to save valuable time. This guide should give you the opportunity to operate under the best conditions possible. Above all, safety must be a priority throughout the competition for everybody's benefit.

The success of a track competition depends on riders, partners, spectators and the media having a positive experience. This implies a degree of rigour in the organisation, to offer track athletes the optimal chances to accomplish their sport in the best conditions and to all other stakeholders an enjoyable involvement!

## 1.2 DEFINITION OF A UCI INTERNATIONAL COMPETITION

An Organiser willing to organise an International Track Competition, part of the UCI Calendar, should refer to art. 3.8.003. There are two classes of International Track competitions: Class 1 and Class 2. A set of criteria will differentiate these two classes of competitions, such as the number of participating nations, the organisation of events for Men Elite and/or Women Elite, the number of events, minimal number of riders per event, etc. (see chapter 9.3 Competition Programme for more details).

By participating in international competitions, riders gain valuable UCI points that count towards qualifications to the UCI major competitions and consequently also for the Olympic Games. The class of the competition determines the points awarded to the participants as per the scale stated in the UCI regulations (Part III: Track Races, Chapter III, art. 3.3.010).

Any event for which points counting for the UCI Track Ranking are awarded will need to respect the formats and/or minimal distances as stipulated in the UCI Regulations. Failing this, points will not be awarded. More information can be found in the Calendar Procedure available on the [UCI Extranet for the National Federations](#).

## 1.3 VELODROME

Track competitions included on the UCI International calendar must be held at a UCI-homologated velodrome. As an exception to the above, the UCI may accept inclusion of non-homologated velodromes on the International Calendar, provided that they fulfil all required guarantees in terms of safety.

For more details in terms of the velodrome requirements, please refer to [UCI Regulations](#), Part III Track Races, Chapter VI, § 6 Velodromes.

## 2. REGISTRATION ON UCI CALENDAR

All Organisers interested in hosting an International Competition shall follow the procedure below to apply and register on UCI Calendar.

### 2.1 UCI Calendar Procedure

#### Contact your National Federation

The Organiser shall apply to their respective national federations to have their races included on the international calendar. The National Federation will provide the Organiser with the corresponding Track registration forms.

After the National Federation's approval of the registration form, the National Federation upload the digitally approved registration form (no scan) via the link in the registration form.

Please note that as soon as riders of two or more foreign federations participate in a track competition, the Organiser must request the inclusion of the next edition of the competition on the international calendar.

All new international competitions will be registered in Class 2 into the UCI Track International Calendar for one year of probation, on a date compatible with the existing calendars.

#### Licence

The Organiser of a cycling race shall be licensed as such. He shall be a licence holder of the national federation of the country where the race is run.

#### Responsibilities

By filing its application, the Organiser commits to respecting the UCI constitution and regulations and the administrative, financial, and legal aspects.

The Organiser is responsible for all parties concerned (riders, attendants, officials, commissaires, journalists, security services, medical services, sponsors, the public, etc). He shall thus take whatever safety measures caution demands and ensure that the race may take place under the best conditions.

Unless otherwise specified, the organiser must provide all the equipment required for the organisation of the competition, including all timing equipment.

#### Fee

The inclusion of a race on the international calendar shall be subject to the payment of a fee, called the calendar fee. These are available here: [UCI Financial Obligations](#).

#### Deadline

National Federations shall upload applications for registration to the UCI no later than the last Friday of July of the year preceding that for which registration is required.

For more information, please refer to the [UCI Regulations](#):

- Part 1 GENERAL ORGANISATION OF CYCLING AS A SPORT, Section 2: organisation of races
- Part 3 TRACK RACES, Chapter VIII CALENDAR

# 3. KEY PLAYERS IN EVENT ORGANISATION

## 3.1 CREATING AN ORGANISING COMMITTEE

Before starting, the Organiser should be surrounded by key people that will help putting up the event. These persons are generally part of the operational management team and are always allowed to take autonomous decisions as necessary.

The general organisation team should cover at least the following areas:

- Technical/Sporting
  - Safety
  - Logistics
  - Marketing
  - Communication
  - Administration & finance
- The Organiser is the **Event Director**. The event director will be in charge of the general organisation and should have an overview of the whole organisation. Depending on the size of the Organisation he often looks for sponsorships and oversee the finance.
- The **Technical/Sporting Manager** generally knows very well the velodrome and is a technician who knows about track, thus the need of material/infrastructure required to organise track races.
- The **Secretary** is working in close collaboration with the Event Director. The secretary should oversee all administrative tasks related to the event such as:
- inviting riders/teams to the competition
  - hiring a medical team/ambulance for the competition
  - recruiting and managing volunteers, providers (timing, screens, etc)
  - issuing invoices and checking settlement
  - managing all matters related to the insurance (civil liability, accident insurance, property damage, etc.)
  - informing the Event Director of the organisation's financial situation, etc.
- The **Communication Manager** in charge of promoting the competition (with newspapers, radio, television/streaming if applicable, the general public, etc.) before and during the competition. He generally has knowledge of the communication sector.
- His tasks will be:
- to draw up and implement communications plan to promote the competition as widely as possible, both with the media and the general public
  - to invite and to act as a liaison with journalists, making sure that journalists have the necessary resources to conduct their work (press room, means of communication during the event, etc.)
  - to manage information flows, in particular in emergency situations
  - to actively collaborate with commercial and institutional partners to ensure that these parties promote the competition via their institutional communications

During the competition, the Organiser will also make sure that the following areas are covered either by service providers, volunteers, or other responsible:

- timing service and data handling (see details in chapters 6 and 9)
- race supervision in collaboration with the commissaires (the track chief needs to be present for the duration of the races, trainings and make sure the track is safe for races)
- track cleaning material and staff
- medical team with ambulance
- publication of communiqués, results, etc.
- catering area for public, teams and VIP
- entertainment of the public (speaker, DJ, etc.)
- etc.

## 4. BUDGET

Regardless of the size of the competition, large or small, the planification of the competition needs careful financial management. The Organiser needs to be aware that the higher the class of event, the more expensive the project will be.

The first step is to determine the minimum amount necessary to organise the competition. In practical terms, this involves the following stages: *(NB: this is a non-exhaustive list):*

<b>EXPENDITURE</b>
*UCI calendar fee
*Insurances (civil liability, event insurance, etc.)
*Venue hire
*Remuneration OC, National commissaires, etc.
*Timing service + equipment
*Photocopier, printers, paper
*Safety (medical services - riders + public, etc.)
*Office expenses
*Events material (radios, boards for communiqués, race material, deryn + driver, etc.)
<i>If applicable:</i>
Promotion (competition website, posters, media actions, etc.)
Prize money for winners
Judge-referee equipment
Furniture and installation (scaffolding, various podiums, barriers, team boxes, tents, etc.)
Award ceremony apparel (steps, gifts, hostesses, etc.)
Various ceremonies (opening, closing dinner, etc.)
Technology, IT equipment, telephone, electrical points, etc.
Accreditation, body number, signage, publications, etc.
Competition branding (paintings, boards, etc.)
Giant screen
Entertainment (DJ; speaker, loudspeakers, etc.)
Competition clothing
TV/ Streaming
Public toilets
Accommodation for officials (commissaires, DCO, etc.)
Catering (officials, staff, VIP, volunteers, etc.)
Transportation (onsite + airport/venue)
Vehicle rental
Media area
VIP area
Miscellaneous
<b>Total expenditure</b>
<b>REVENUES</b>
Institutional partners
Competition partners
Hospitality

Ticketing
Expo area income
Catering
Other revenues
<b>Total revenue</b>

<b>SUMMARY</b>
Total Costs
Total Revenue
<b>BALANCE</b>

# 5. INFRASTRUCTURE AND MATERIAL

## 5.1 GENERAL ORGANISATION

Without prejudice to the obligations arising from the UCI Regulations, the following items must be provided in order to ensure a proper organisation of the event:

- public liability insurance to cover the event
- fire & emergency services
- public restroom facilities
- rubbish bins (from an ecological point of view, it is recommended to separate PET, paper and general waste bins)
- enough car parks
- it is essential to largely signpost the venue of your event before all teams, media and spectators arrive on site.

## 5.2 SPORT ORGANISATION

The goal of the following chapter is to define all the facilities for velodrome adequately equipped for international competitions. Obviously, the requirements need to be adapted depending on the type of track (indoor or outdoor) and of its age. In all cases the main aspect is safety.

The following facilities and material shall be available:

### Fencing

- a smooth and unbroken outside fence as per UCI regulation (art. 3.6.087)
- an inner safety fence as per UCI regulation (art. 3.6.072 bis) as well as additional protection means if required (i.e. nets over tunnels, mattress on poles adjacent the track, etc.)
- any gates provided in the fencing must be fitted with simple and reliable fastenings. They must be kept closed while racing and training is in progress.

### Safety zone (art. 3.6.072)

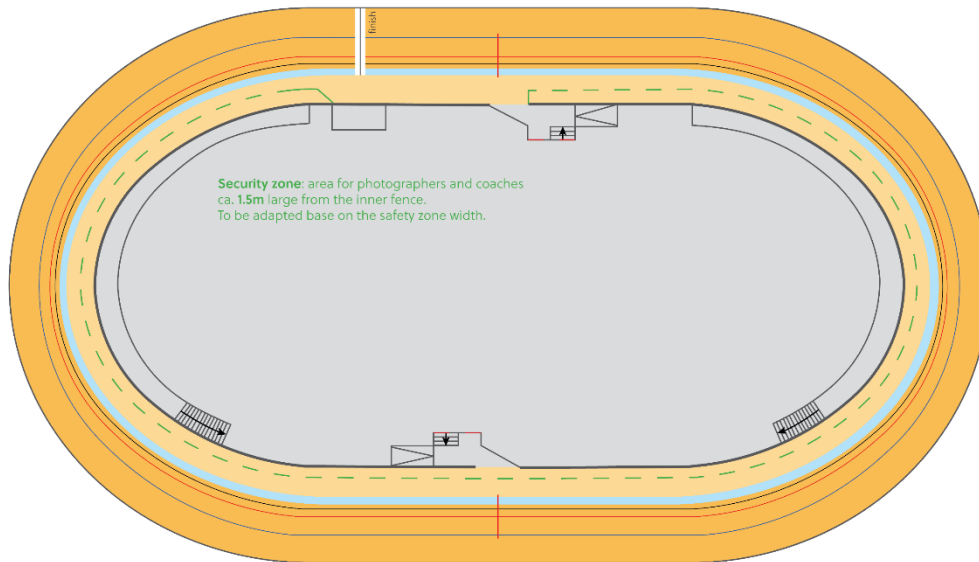
- A sufficient broad safety zone (at least 4 meters for 250m tracks) free of all obstacles.  
*NB: With the exception of the commissaires, mounted riders or other persons authorised by the president of the commissaires' panel, no person or object (including starting blocks) may be inside the safety zone when a rider is on the track.*

### Photographers' area on the safety zone

- If required, we recommend marking an area (using tape) for photographers to ensure that they are always in a safe area and they don't go too close to the riders during races. A dotted line done with white tape must be done 1,5m from the inner fence (500mm white tape, then 5m gap). Also note:
  - The demarcated area must start 10/15m after the finish line (this must be adapted case by case, but it should not start too close to the finish line).
  - Start by laying a line, in this case continuous, at 45° starting at the inner fence until reach a distance of 1.5m from the fence.
  - Then at that point start a continuous line of about 10 metres, ensuring that the distance to the inside fence remains at 1.5 metres.

- After these 10 metres start the dotted line around the entire track to the inner fence gate (or pursuit line) placed after the exit of turn 4.

*NB: the width of 1,5m applies if the width of the entire safety zone and the blue band is at least 4m wide (to be adapted if narrower)*



### Lightnings (art. 3.6.090)

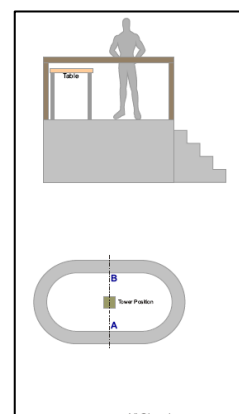
- Suitable lighting that meets the safety conditions into force in the country shall be foreseen. Recommended:
  - at least 300 Lux during the training sessions
  - at least 1000 Lux during the competitions; more if a TV production is foreseen
- The lighting should be even on the track surface. The lighting system must be supplemented by an emergency lighting system operating independently of mains electricity, capable of providing an intensity of at least 100 Lux for 5 minutes which must be effective instantaneously.

### 2 podiums on the infield

- Timing podium: This podium must be provided for the Commissaires at the finish-line and the timing company. It must be located in the track centre in line with the finish line (art. 3.6.091 and 3.6.092) (see Chapter 6. Timing).

*If timed events are on the competition programme:*

- Starter's podium (art. 3.6.039bis): for all time trials, a podium shall be raised in the track centre in line with the pursuit lines at the height that enable a complete view of the track without obstructing too much the view from the safety zone. Usually, the area is between 3 and 4 m<sup>2</sup>.
  - two pistols with enough blanks to be used by the starters

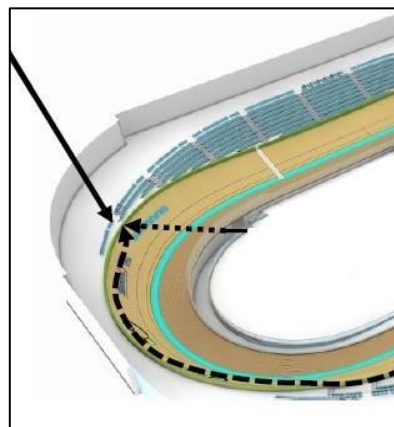


## Judge-referee

- One working place must be provided for the judge-referee on the outside of the track. It must be in a quiet, isolated location overlooking the track with an unimpeded view, usually in turn 1 in the prolongation of the finish straight sprinters' lane (in between the blue band and red line).
- During competitions, there must be a radio link between the judge referee and the other commissaires, including the starter and the President of the Commissaires' Panel (art. 3.6.093).
- If available, provide the referee with a video filming system with slow-motion replay which enables all the shots of the race to be reviewed. Ideally, the system must enable replays of previous sequences while filming the ongoing race. In this case, 2 local volunteers to be assistant videographers are necessary.

Here is an example list of adequate material:

- 1 x HP machine with ORS software (specially adapted machines for this purpose)
- 2 x monitors
- 2 x Sony PMW EX1 camera with HD SDI output
- SDI to HDMI converter
- peripheral cabling for PC and monitors
- long coax to run to second screen



## Material for competitions

- Timing material (refer to Chapter 6. Timing).
- Green, red and yellow flags (3 of each colour) for commissaires' use. Size: 40x40cm with a 20cm handle.
- Two pistols with approx. 300 cartridges each to be used by the starter.
- A3/ Letter Size white board + erasable markers for use by the commissaires.
- On wooden track, material to repair/clean the track (tape, wood scissors, sandpaper, small portable vacuum cleaner, broom, shovel, paste to fill holes ...). Scale or possibly harness, carabiner and rope (climbing equipment to intervene in turns). Two persons shall be responsible for this during training and competitions.
- A two-way radio sets with headsets for liaising with commissaires and technical staff. Commissaires shall have their own channels.  
Adequate changing facilities for male and female, including toilets.
- For keirin races: a moped (dernity) and an experienced driver. Ideally an electric derny should be used. If no derny is available, scooter or small motorbike can be used (need to go at least at 80km/h).
- For timed events: bells and lap counters shall be placed on both side of the track, near the pursuit lines (art. 3.2.066).
- For timed events: starting gates, ideally synchronized with timing system. However, it is also possible to have holders for the start of time trials. In any case appoint enough volunteers or national commissaires to operate that.
- For timed events: Two manual time-keepers shall be appointed to back-up the timing system.



## Medical assistance

- Medical assistance and equipment must be present throughout training sessions and competitions (refer to chapter 11. Medical Service).

## Bike checks areas

- 1 to 2 areas (~3m x 2m) delimited by fences, in the infield, ideally located near the access ramp to the track, which includes:
  - a small table and 1-2 chairs for the commissaires.
  - a structure to hang the scale to weigh the bicycles (approx. height: 2 metres).
  - a bike rack nearby to hang the checked bicycles. It should be placed in such a way the commissaires performing the checks are able to maintain a view of the checked bicycles as well.
- National Commissaires shall be appointed to accomplish this task.



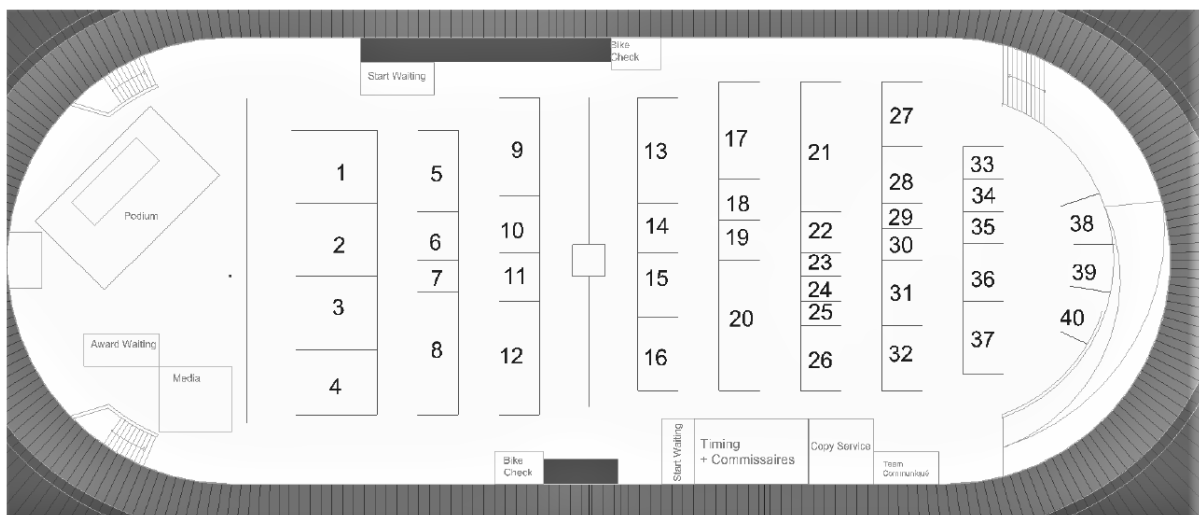
## Team boxes

- A sufficiently large area in the centre of the track for the construction and installation of team boxes. To correctly plan the team boxes, it is necessary to know the precise surface available for the team boxes area as well as the length of barriers. Most of the time, the area uses  $\frac{3}{4}$  of the infield's surface.
- We strongly advise to define first the pathways and then, to divide the surface per team.
- The pathways (1m width) between the boxes should be well delimited (i.e. tape on the floor to avoid teams blocking the pathways with their material).
- The size of team boxes should reach when possible  $\sim 1.5\text{m}^2$  per athlete. It is important that the team boxes are proportional based on the size of the teams (teams of similar sizes should have the same space available).

- Mechanics will ideally work within their team boxes, or work in front/on the side of the box; it is important for mechanics to respect the delimited area/pathways and keep them free of work stands and equipment.
- Big teams (with a lot of material) shall be placed in the outer team boxes, while smaller teams can be placed in the middle of the teams' area.
- When possible, create an additional area (lines of barriers) where riders can put their rollers and/or have a warm-up area in the infield.
- A few bike racks can be provided in the team boxes area in order for teams to be able to hang their bicycles.
- Each team box shall be equipped with chairs and 1 table. Electrical points shall be available to the teams, so compressors or rechargeable devices can be charged.



Below you will find an efficient example of an infield plan (and the placing of team boxes):



ALG - ALGERIA	27	CHI - CHILE	35	GER - GERMANY	2	LCA - SAINT LUCIA	27	RUS - RUSSIAN FEDERATION	3
ARG - ARGENTINA	28	CHN - PEOPLE'S REPUBLIC OF CHINA	38	GRE - GREECE	33	LTU - LITHUANIA	6	SUI - SWITZERLAND	36
ARM - ARMENIA	24	COL - COLOMBIA	11	HKG - HONG KONG, CHINA	7	MAS - MALAYSIA	37	SVK - SLOVAKIA	34
AUS - AUSTRALIA	17	CZE - CZECH REPUBLIC	5	IND - INDIA	15	MEX - MEXICO	20	THA - THAILAND	27
AUT - AUSTRIA	39	DEN - DENMARK	14	IRL - IRELAND	22	NED - NETHERLANDS	18	TTO - TRINIDAD AND TOBAGO	27
BEL - BELGIUM	32	ESP - SPAIN	26	ITA - ITALY	1	NZL - NEW ZEALAND	12	UKR - UKRAINE	19
BLR - BELARUS	25	FIN - FINLAND	23	JPN - JAPAN	9	POL - POLAND	21	USA - UNITED STATES OF AMERICA	10
BRA - BRAZIL	29	FRA - FRANCE	8	KAZ - KAZAKHSTAN	13	POR - PORTUGAL	40	UZB - UZBEKISTAN	27
CAN - CANADA	16	GBR - GREAT BRITAIN	4	KOR - KOREA	31	RSA - SOUTH AFRICA	30		

### **Additional optional facilities:**

#### **Award ceremonies area**

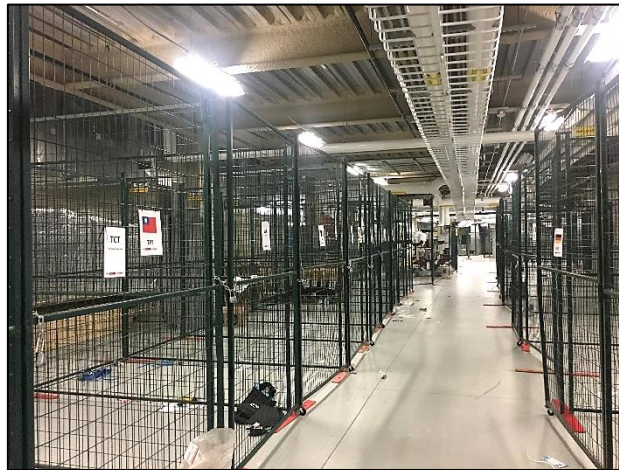
- A protocol area which includes the stage for the award ceremonies (and podium) as well as a waiting area.
- Possibly, backdrop with the name of the competition and logo of the sponsors.

#### **Climate control in indoor velodrome**

- Ideally, a velodrome must be maintained at a constant temperature of approx. 25°C. Humidity shall not be less than 30%. The ventilation should not generate a draft within the velodrome.

#### **Storage rooms**

- Possibly, provide area (cabins or containers) for teams to store their equipment during the competition. The cabins or containers must be lockable and must be secure (if outside the building, there must be sufficient security presence).



#### **Performance analysts' area**

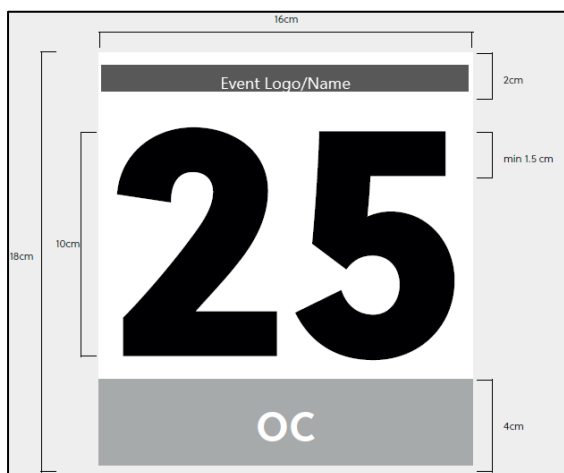
- An area along the back straight (or home straight if possible) can be reserved for teams with performance analysts (video analysts) who want to film the competition. This is not an area for media.

## 5.3 BIB NUMBERS

Each participating rider need a bib number to be identified during the races. This bib number shall appear on start lists and results.

The Organiser shall provide enough bib numbers (+ safety pins) to be delivered to the commissaires before the confirmation of the starters' meeting.

The standard dimensions of the riders' numbers are as follows:



Height	18 cm
Width	16 cm
Numbers	10 cm
Thickness of line	min. 1.5 cm
Advertising	Max. height 6 cm on the lower part

Depending on the competition programme, the following numbers are usually used and shall be produced for the specific races:

Riders' Numbers		
	Numbering	Allocation
<b>General</b>	1 to XXX (2 sets)	2 per rider
<b>Madison (red numbers)</b>	1 to XX (4 sets)	2 per rider
<b>Madison (black numbers)</b>	1 to XX (4 sets)	2 per rider
<b>Spare numbers</b>	blank	+ Decals number (0-9)

The bib number shall always be produced in pair (2 of each number). In timed event (Time Trial, Individual Pursuit, Team Pursuit and Team Sprint) rider can wear only one bib number though.

One pair of bib number shall be allocated to each rider for the whole competition. For organisational reasons, each rider will keep and use the same bib number in all races (except Madison where specific numbers shall be distributed).

*NB: for Omnium and Points, it is easier to judge the race if riders are wearing bib numbers with 2 digits. In this sense, it is recommended to allocate the first bib numbers (1 to 99) to the riders participating in these events.*

# 6. TIMING

## 6.1 FACILITIES

Whatever the experience and competence of the organisation team are, it is often necessary for the organiser to resort to a timing service provider.

Usually, the timing provider will bring extra equipment if the velodrome is not equipped with the whole infrastructure required. Its task is to provide facilities, photo-finish services, timing and results management under the supervision of the commissaires.

### Timed events

Times shall be taken using an electronic time-keeping machine (art 1.2.106). In track races, times shall be taken to the nearest 1000<sup>th</sup> of a second. Manual time-keeping shall be foreseen to back up the timing system (art. 1.2.104). Timekeepers shall record the times on a form that they shall sign and hand to the finishing judge (art. 1.2.105).

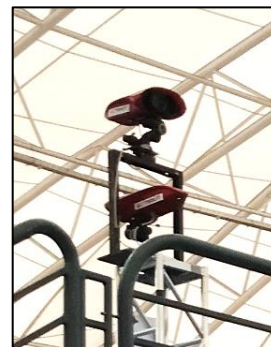
### Other events

The finishing order, the number of points won, and the number of laps ridden shall be recorded by the finish line-commissaires. If need be, the classification shall be established using the technical resources provided by the timing company (photo-finish, transponders system, etc) (art. 1.2.110).

The minimum timing equipment to be foreseen is the following:

#### Hardware:

- two homologated timer devices with printer to record net time and daytime
- 1 homologated photo finish camera at the finish line
- 1 lap counter at the finish line (and 1 bell)
- contact tape at each start position: 1x Start/Finish; 2x 200m (main and backup); 1x each pursuit lane
- 2 countdown clock/lap counters (and 2 bells) at the pursuit lines
- Start device connected to the countdown clocks
- 2 starting blocks + 2-4 staff to operate them unless athletes are hold manually (NB: starting blocks should be synchronized with the timing system)
- for team pursuit, 2 extra homologated photo finish cameras to be placed at the pursuit lines
- provided by the LOC a high-speed internet connexion 50Mbps upload/download in the central zone for the exclusive use of the timing staff & commissaires



#### Optional Hardware:

- Recommended: 1 electronic scoreboard / videoboard synchronized with the timing system with an operator to operate the scoreboard
- Transponders system as a help for judging, connected to the timing equipment
- CIS screens (Commentator Information System) to help the speaker announcing sport results.

### **On Venue Results Service provided by the timing company**

- Data Handling application
- Online interface to timing system (photo finish, timing, and transponders)
- Produce and distribute start lists and results lists according to the UCI regulations
- Printer for printing all lists required by UCI and provide the master copy
- Support/Help the Secretary (print out all official communiqués)
- Upload all the results on the UCI Data Platform “DataRide” in the appropriate format.
- Nb: the President of commissaires’ is responsible for checking the results uploaded on UCI Data platform and confirming to the timing company that all is ok.
- Create the results book post-competition.

### **Optional:**

- Scoreboard control system, to display sport info such as: live results, running time, time to beat, gap, points and ranks, start lists & results, etc...
- Website with all start lists, results lists and official communiqués (PDF documents).
- Online interface to live timing and results (CIS) if any
- Online interface to live timing and results (API UCI) if any

*It might be possible that the timing staff required few radios to communicate during the event (if they are not all seating at the same place).*

### **Timing podium**

To accommodate the timing equipment and the UCI commissaires the following requirements are needed:

- free access to the timing podium at any time.
- the location of the timing podium should be a continuation of the finish line. Workplaces on the timing platform shall allow direct visual contact on the finishing line and the scoreboard.
  - *NB: if it is a sunken infield, the height of this platform will be 50cm below the track level. Otherwise, the podium will need to be placed 50cm above the track level if the track surface is levelled with the infield.*
- The location for the timing equipment, the timekeepers, the secretary and the commissaires (Finish line-commissaire and President of Commissaires’ Panel) should have a minimum surface area of 28 m<sup>2</sup> (5m x 3.5m)
- Desks with at least the following measures:
  - Minimum depth 80cm
  - Minimum length 12 m
  - Maximum height 80cm
- If the speaker(s) is not located on the concourse side, they might need a CIS (Commentator Information System) provided by the timing provider.
- the Organiser will need to provide a network cable between the timing podium and the position of the speaker.

### **Storage Room**

One storage room must be provided by the LOC. Some of the boxes may be stored under the timing platform without any restriction if they are not used in a way that would interfere with the organization of the competition.

### **Camera Photo Finish installation**

For the installation of the photo finish cameras and to guarantee the security of the timing technicians, a scissor lift (or equivalent) must be provided upon the arrival of the team on site.

### **Power supply**

- Minimum number of outlets:
  - 5 outlets 13A at the timing podium
  - 1 outlet 1kW at each pursuit A and B
  - 1 outlet 1kW at the start podium
- Grounded outlets must be provided (208-240V / 10KVA)
- Acceptable voltage range: 220 to 240 Volts AC
- Acceptable frequency range: 48 to 63 Hertz.

Please refer to chapter 10 for information about **Communiqués, Start Lists and Results distribution**.

# 7. ROOMS

## 7.1 COMMISSAIRES' ROOM

A separate lockable meeting room must be provided for the exclusive use of the commissaires. It should contain the following equipment:

- tables and chairs for at least ten people
- two-way radio sets with headsets for communication between commissaires
- sufficient power outlets/ multi-plugs

## 7.2 MEETING ROOM FOR TEAM MANAGERS'S MEETING AND CONFIRMATION OF STARTERS

A meeting with the Team Managers/Participants is helpful to pass all important information regarding the competitions. Below you will find a non-exhaustive list of useful information that can be communicated during that meeting:

- Presentation of contact person of the OC
- Training and warm up sessions (duration, time, access)
- Presentation of the Commissaire's Panel (especially of the President)
- Way of sharing the Start lists and results
- Competition Programme
- Medical Services
- Any logistic information (accommodation, shuttle, catering)
- Distribution of bib numbers

The room would be needed for this meeting only (usually the day before the competition). It should be set up in 'classroom' fashion and contain the following equipment:

- chairs for listeners (riders and/or team managers)
- tables and chairs in the front for presenters/organiser/president of commissaires' panel
  - if required public address system
  - a data projector with a cable and adaptors for computers

This room may also be used for the confirmation of the starters (verification of licences). The following equipment would then be needed:

- Wi-fi
- power outlets/ multi-plugs
- a laser printer (paper and spare toner). This is the printer that can be moved to the timing platform for the secretary.
- tables and chairs

The following material will need to be available at the confirmation of the starters:

- Bib numbers + safety pins (8 per rider) – and possibly, envelopes to distribute  
*NB: it is recommended to distribute bibs numbers at the Team managers/Participants meeting to make sure that all participants attend the meeting and get the useful information.*

### 7.3 PERMANENCE / INFORMATION DESK

A permanence or an information desk should be available to assist teams, commissaires, staff with general requests and queries. This place must be well signposted and operational before the competition starts until the end of the competition.

An emergency phone number should be communicated so that any stakeholder can reach the organisers any time.

### 7.4 MEDIA CENTRE

If relevant have a space for media (reporters, photographers and TV/Radio) to work and equipped with the following material:

- welcome desk
- board or screen displaying key info about the competition
- sufficient tables and chairs for all the accredited media (minimum 90 cm working space and 1 chair per person)
- 2 power points per person
- high speed internet connection with minimum 150 MB upload and download bandwidth.
- If required, **an interview area** can be provided next to the podium for photo opportunities and interview with the winners of each event.



The media centre will preferably be set up in the infield, if space allows. Ideally, it should be operational one day prior to the start of the competitions. It should open at the latest one hour before any official race activity starts and close earliest two hours after the end of the final official race activity for the day.

For safety reasons, the number of photographers allowed at the same time on the safety zone shall be kept to the minimum. It is recommended to distribute a bib or a visual identification to the photographers / TV crew entering the track surface during the competitions to make them well visible and recognizable.

The following instructions on the behaviour they should adopt on the track surface shall be shared with the media attending the event:

#### **Safety instructions for media – Track**

For your own safety and that of the riders, media shall observe the following rules of conduct when working at UCI Track competitions.

#### **Sporting officials directives prevail**

Commissaires appointed by the UCI and the National Federation of the host country and the UCI Technical Delegate of the competition are responsible for enforcing the safety rules on the track's apron (the safety zone).

As per the regulations, only specifically authorised individuals are permitted to enter the safety zone during the races. This authorisation is granted by the UCI Track Coordinator/UCI Technical Delegate, in collaboration with the Organising Committee's Press officer.

#### **Identification**

In addition to the media accreditation, any media (TV and/or photographers) entering the safety zone of the track must wear a bib, which constitutes visible evidence of authorisation to enter the safety zone. Individuals without a bib will be removed from the track.

#### **Good practice on the track**

Do not take any items such as bags or tripods into the safety zone. No items may be stored or left inside the track.

Do not turn your back to the riders on the track; instead, watch the racing to ensure that you can avoid any riders who may deviate from or fall off the track.

Sitting, lying or kneeling on both knees is prohibited: you must remain mobile, so you can quickly get out of the way in the event of an unforeseeable incident on the track.

Avoid using flash when taking head shots.

No photos or footage may be forwarded from the safety zone.

The teams' area in the infield (the track centre) is reserved for riders. Authorised media should access this area only if needed for the purpose of carrying out their work and for short periods of time. The infield should be vacated as soon as possible. Accreditations must be worn.

Bear in mind that spectators are watching you as you carry out your duties, so please behave responsibly. Violating these safety instructions will result in removal of the bib and exclusion from the premise for the competition.

#### **Clear viewing lines**

It is necessary to maintain a clear viewing line for Commissaires and timing personnel from the timing podium to the last metres before the finish line, and to ensure there is an unobstructed view for the split screen camera on the back straight. Media must stay within the delimited area on the safety zone for safety and sporting reasons.

For broadcast purposes, we kindly ask photographers and any media on the safety zone to avoid standing in front of the Host Broadcaster's cameras.

#### **Information briefing**

For the sake of optimal communication, these guidelines shall be shared with media prior to the event during a media briefing to be attended by the race officials.

For any further information, please contact UCI Track – [track@uci.ch](mailto:track@uci.ch)

## 8. UCI COMMISSAIRES

### Supervision of the races

The proceedings at cycling races shall be supervised by a commissaires' panel. The president of the commissaires' panel, together with the other commissaires, shall take on the sporting administration and supervision of the competition (art.1.2.115).

However, the equipment needed for the events shall be provided by the Organiser. Purely material organisational problems shall be solved by race administration in accordance with applicable regulations and after consulting the commissaires' panel (art. 1.2.077).

### President of Commissaires' Panel

On Class 1 competitions, the UCI will appoint 1 UCI international commissaire that will officiate as President of the Commissaires' Panel. On Class 2 competitions, the UCI international commissaire shall be appointed by the National Federation. In such case, the identity of the appointed UCI international commissaire must be communicated to the UCI.

**Besides, for CL1, National Federation shall appoint Commissaires for the following tasks (see table in art. 1.2.116):**

- Secretary of the commissaires' panel
- Starter
- Judge-Referee
  - For these roles, the appointed commissaires shall be UCI international commissaires. In absence of UCI international commissaires in the country, elite national commissaires shall be appointed.
- And 5 additional commissaires that can be either UCI international, elite national or national commissaires (following such order)

**And for CL2, National Federation shall appoint Commissaires for the following tasks (see art. 1.1.070):**

- Secretary of the commissaires' panel
- Starter
  - For these roles, the appointed commissaires shall be UCI international commissaires. In absence of UCI international commissaires in the country, elite national or national commissaires can be appointed (following such order).
- Judge-Referee shall be a UCI international commissaire or an elite national commissaire.
- And 5 additional commissaires that can be either UCI international, elite national or national commissaires (following such order).

The Organiser shall make sure the correct number of commissaires is appointed for the competition.

### Report and results (DataRide)

The President of the Commissaires' Panel must hold a debriefing with the organiser at the end of the competition. After he will provide a detailed report on the form provided for that purpose, giving his evaluation of the competition, and send it to the UCI in a maximum of 14 days. The competition's book of results must accompany the report sent to the UCI.

Besides, the President of the Commissaires' Panel is responsible for uploading the results on the UCI results' platform (DataRide), normally working closely with the timing company.

For more details please refer to: Section 4: supervision of races of [UCI Regulation](#), Part 1 GENERAL ORGANISATION OF CYCLING AS A SPORT

# 9. COMPETITION PROGRAM & MEETINGS

## 9.1 MEETINGS

The following meetings need to be foreseen:

- Confirmation of starters/Entry check
- Team Managers' Meeting

### **Entry check – Confirmation of starters**

The Organiser shall provide the commissaires' panel in due time with a list of riders who have entered for the race – this list is called the **Entry List**.

The team manager - or his representative - must confirm the identity of the riders who will be starting the events to the commissaires' panel by signing the entry form and clearly highlighting the names of starting riders (art. 1.2.050).

The commissaires' panel shall check the licences of these riders and ensure that they are included on the entry list with the correct information (UCI ID, names, nationality).

Once all riders are confirmed, the Organiser shall provide the list of confirmed riders called **List of Starters**. On this list, the bib numbers shall be included.

The operations above must be organised such that they are completed at the latest by 15 minutes before the team managers' meeting.

### **Team managers' meeting**

The Organiser must convene a meeting in a suitable room with the representatives of the organisation, the team managers, the commissaires and, any additional required persons to coordinate their respective tasks and to take note of the specific characteristics of the event and safety measures as concern their own fields. This meeting shall take place no more than 24 hours and no less than two hours before the start of the competition (art. 1.2.087).

At this meeting, the commissaires shall reiterate the applicable provisions of the regulations, especially those relating to the specific characteristics of the competition. The Organiser may communicate important information related to the organisation and answer eventual questions.

## 9.2 OFFICIAL TRAINING SESSION

Official training and warm-up sessions can be organised by the Organiser. Training period should be equal to all teams; therefore, the Organiser should avoid renting the track exclusively to one team only, even weeks before the competition. All teams travelling for this competition should be able to train as much as the other teams.

A **track chief** shall be appointed by the Organiser whose duties are:

- to ensure that only authorised persons are allowed onto the track
- to ensure that the track is repaired in case of crashes/ falls. A technician shall be available at once during the competitions, on demand during the official trainings. For a quick repair, sandpaper, tape, a ladder (min. 7m), a broom and a cordless vacuum cleaner are the minimum material required
- to ensure continually that the track is safe for the competitors' use and that the medical assistance (see chapter 11) is on duty at all time when riders are on the track
- to coordinates all activities during the competitions and training sessions.

He should be present during the training sessions and the competitions as well as during all official training sessions. He will liaise with the venue manager and the President of the Commissaires' Panel.

During competition days, warm up sessions should be organised before each session (usual length: 1 to 2 hours).

The minimum **staff** required during official trainings, warm up sessions are the following:

- medical team (see chapter 11 for details)
- the track chief
- 1-2 track assistants (National Commissaires) to ensure that UCI Regulations are applied during these sessions.
  - These assistants together with the track chief are responsible to ensure the security on the track (example: standing start, etc)

## 9.3 COMPETITION PROGRAMME

### UCI Track International Competitions

As per art. 3.8.003, there are two classes of International Track competitions; **Class 1 and Class 2**. The difference in between these two classes depends on the criteria below:

- Class 1

Over the competition:

- CL1 events for Men Elite and Women Elite<sup>3)</sup>
- Additional events: for: Junior (M/W), U23 (M/W), or Para-cycling (minimum 1 category)<sup>4)</sup>
- Minimum 5 events<sup>2)</sup>

Per Event:

- Minimum 4 participating nations in each race<sup>1)</sup>
- No nation can represent more than 50 percent of the peloton
- A rider needs 10 Track UCI points to register in Elite and U23 events<sup>5)</sup>
- Minimum distance as per UCI regulations
- Minimal number of riders per event Elite and U23:<sup>6)</sup>
  - Sprint: 8 riders (article 3.2.031)
  - Keirin: 10 riders (article 3.2.135)
  - Bunch races: 15 riders
  - Madison: 10 teams
- Prize money for Elite events (as per the UCI Financial Obligations)

- Class 2

Over the competition:

- CL2 events for Men Elite or Women Elite
- Additional events for: Junior (M/W), U23 (M/W), Elite (M/W) or Para-cycling (minimum 1 category)<sup>4)</sup>
- Minimum 3 events<sup>2)</sup>

Per event:

- Minimum 3 participating nations<sup>1)</sup>
- Minimum distance as per UCI regulations
- Minimal number of riders per event Elite and U23:<sup>6)</sup>
  - Sprint: 8 riders (article 3.2.031)
  - Keirin: 10 riders (article 3.2.135)
  - Bunch races: 12 riders
  - Madison: 8 teams
  -

<sup>1)</sup> In team events, if a team is composed of riders from different nations (mixed team), the nation of the majority of riders shall prevail. In team events where no majority is possible, the nation of the participating rider shall not count.

<sup>2)</sup> Event = specialisations from the Elite World Championships programme, organised in a category.

<sup>3)</sup> Both categories must reach Class 1 requirements to maintain the event in class 1 the following year.

<sup>4)</sup> Additional events can be of the competition class or lower (Class 1, Class 2 or National).

<sup>5)</sup> The rider needs 10 UCI points in any Elite UCI track ranking on the day of the competition to take part in Elite or U23 events. No minimum UCI points is necessary in Individual Pursuit, Time Trial, Team Pursuit and Team Sprint or in Junior and Para-cycling events.

<sup>6)</sup> No minimum is necessary in other events (Individual Pursuit, Time Trial, Team Pursuit and Team Sprint).

An event registered in Class 1 will automatically obtain the Class 1 points, regardless of the participation criteria being met. However, if the criteria aren't met, the event or competition may be relegated the following year.

An event registered in Class 2 not fulfilling the criteria above, referring this category of the event, will not award points to the riders.

Younger athletes or masters can participate in elite races to expand the bunch. Participation may be allowed for a rider who demonstrates that they have the experience in the type of event they wish to take part in. The acceptance is decided by the President of Commissaires' Panel.

The minimum age to participate in elite races is 17 years old. The participation of 17 years old rider is only possible if the competition programme does not include the same event in their age category.

Nevertheless, riders younger than 18 years old will not score UCI points and must not be taken into account in the analysis of the minimum number of participating nations and riders (Article 3.8.003).

The 18 years old junior riders will score UCI points in the elite ranking.

In any case, all athletes must be included in the results.

For more information, please refer to the UCI Calendar Procedure available on the [UCI Extranet](#).

## 9.4 AWARD CEREMONIES

It is the choice of the Organiser to hold award ceremonies or not. However, all information on prizes (number, nature, amount, conditions of awarding) shall be clearly communicated (art. 1.2.069).

The scale of prizes for the individual classification by event will be established annually by the UCI Management Committee in the [financial obligations](#).

If award ceremonies are organised, the following shall be considered:

- a podium backdrop behind the winners to maximise the exposure of its partners when relevant,
- three steps at the various heights for the winners

# 10. COMMUNICATION

A good communication, at all levels, contributes to the success of your competition. To accomplish this task, the means of communication should, first, work properly during the competition.

## 10.1 RADIOS

Portable devices (two-way radio transmitter/receiver) with headsets for liaising with commissaires, Organiser and other persons from the organisation shall be foreseen:

Persons	Numbers of radios
UCI Commissaires	4x - depending on appointment (see chapter 8)
National Commissaires	5x - depending on appointment (see chapter 8)
OC Track Chief	1x
OC Staff	depending on OC requirements
Medical Service	As needed
Speaker(s)	1x
Timing Company	1x (if required)

Channels required:

- Commissaires
- OC
- Medical - the medical team may use their own radios and channel

The OC must carry out tests in advance to ensure that there is good radio coverage in all parts of the velodrome. Someone must be available to ensure the equipment works properly and make sure they are charged every day.

## 10.2 PRODUCTION / DISTRIBUTION OF START LISTS AND RESULTS

All official documents and communications must be written at least in English. The UCI strongly encourage to avoid paper waste and thus to minimise the copies to be distributed to the strict minimum.

The start lists shall be prepared after the Confirmation of starters by the Secretary of the Commissaires' Panel.

Results are provided by the timing company retained by the Organiser. As soon as results and communiqués are confirmed by the Secretary of the commissaires' panel, they should be duplicated and distributed and/or displayed on the results' board(s).

The following **staff** shall be available to photocopy and distribute the communiqués:

- A Commissaire Secretary working with the timing company and the President of the Commissaires' Panel
- A person coordinating the copy and distribution of communiqué (results manager)
- 2 runners to distribute and display the communiqués

### Communiqués distribution process:

1. The Commissaire Secretary gives the original copy to the results manager
2. The results manager starts the copies and gives the original back to the Secretary
3. 2 volunteers/runners distribute and display copies on boards
4. The results manager keeps one copy in a folder as a record, to be able to redo any additional copies if requested

NB: to keep the display board(s) clear, the start list can be removed when the corresponding result is published

The communiqués should be provided to the following groups:

- Commissaires (national + international) – *in labelled folders or pigeonholes*
- Press area – *on a display board*
- Speaker(s) – *to be brought to them*
- Teams – *on a display board*

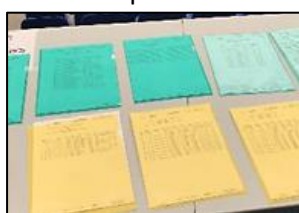
### Material:

- a raised display board for positioning all communiqués released (h 1,50m.; w. 2m.)



- a set of labelled files or pigeonholes, sorted by event and category in the central competition zone at least for commissaires (if required for teams, staff, Tv production, media)

example folders:



example pigeonholes:



- a printer to be provided for the Commissaire Secretary, in the central competition zone (on the timing podium)
- one high quality laser printer and photocopier for the duplication of communiqués

## 10.3 PUBLICATION OF RESULTS

Since January 2017, each rider is identified by a UCI ID, generated by the UCI. This eleven-digit number is unique and shall follow a rider during its whole career. When the National Federation establishes a licence for a rider, the UCI ID must appear on it. The UCI ID is mandatory for all participants in races on the International Calendar and in any Championships (National or Continental).

Accordingly, the UCI ID of all participants need to be verified at the Rider Confirmation while checking licences (refer to chapter 7.2). The UCI ID needs to appear on final results to be published.

The platform called [DataRide](#) has been implemented to process the results and calculate the UCI rankings. Appointed UCI Commissaires or National Federations have a login for each race and are responsible to upload the results.

However, in relation with the timing company and the UCI Commissaires, the organiser is responsible to provide all necessary material and information to be able to establish the results.

A specific excel file (see example below) must be filled in and uploaded on the platform. It is thus strongly recommended to use the same excel template (order as below) in the registration process to ensure to have all necessary information about the riders.

Rank	BIB	UCI ID	Last Name	First Name	Country	Team	Gender	Phase	Heat	Result	IRM	Sort Order
1		100 101 820 51	HAYTER	Ethan Edward	GBR	GBR	M					1
2		100 094 135 29	LARSEN	Niklas	DEN	DEN	M					2
3		100 164 858 39	VAN DEN BOSSCHE	Fabio	BEL	BEL	M					3
5		100 091 043 41	THOMAS	Benjamin	FRA	FRA	M				DNF	4
6		100 663 954 70	BOUTOPOULOS	Georgios	GRE	GRE	M				DNF	5

Alternatively, timing company may generate result in ODF format. For further information, please contact [track@uci.ch](mailto:track@uci.ch).

Helpful documents are also available on the [UCI Extranet](#) on how to complete the results excel upload file and resolution of problems.

Besides, to ensure the widest possible promotion and coverage of your competition, it is recommended to provide a link to the results, rankings and any event-related information.

## 10.4 SPORT PRESENTER / SPEAKER

The track events should be presented and explained to the public in order to familiarize them and maintain their appeal throughout the duration of the competition.

Maintaining the attraction of spectators during competition is a key challenge for the OC. In this sense, the OC will appoint an official speaker which should be experienced and good at livening things up. He is encouraged to entertain the public.

This person must speak in one of the UCI's official languages (English or French) and the language of the host country.

## 10.5 MEDIA

To maximize the exposure of the competition, the media coverage is particularly important. For the competition' partners it also offers guaranteed exposure of their brand/region to a large audience.

It is therefore important to gain the interest of the media and ensure that media representatives attend the event by inviting:

- Photographers (local/national/ international)
- Local/regional/national/international media

The media manager of the event is responsible for contacting and managing all journalists. He must be able to provide the journalists with as much information on the event as possible and suggest some stories, etc.

## 10.6 CREATION & USE OF THE EVENT LOGO

In order to enhance the identity and visibility of your event, creating an event logo contributes to generate the interest of media and fans.

The logo shall be applied on all official supports related to your event. Please see below a non-exhaustive list of possible official supports:

- event website, social media
- promotional campaign in print, press, TV, Internet, etc.
- plan for displays in town and onsite
- PR/Media relations, official presentation
- any entertainment actions
- newsletters published
- list of the promotional items (merchandising) if any, etc.

but also, on all structures you might need during the event:

- podium backdrop
- press conference backdrop
- welcome board
- signage
- team guide
- accreditations
- official communiqués - start and result lists
- event tickets
- VIP tickets, VIP parking passes, parking passes etc.
- official functions invitations

## 10.7 UCI INTERNATIONAL CALENDAR LOGO

If your event is part of the UCI International Calendar, the Organiser should use in its communication, together with the logo of the event, the below logo designed for all Organisers part of the UCI Calendar.



This logo can be requested contacting: [track@uci.ch](mailto:track@uci.ch)

*NB: Even if track is an Olympic sport, please be aware that the use of the IOC logo or name is forbidden in any promotion.*

# 11. MEDICAL SERVICES

The health and safety of all involved in a Track competition shall be a primary concern of the Organiser of the event.

The Organiser shall be responsible for setting up and operating appropriate medical services at the event in order to provide treatment for riders/teams, officials and organisation staff, press and all other accredited persons who suffer injury or illness at the event.

The organizer shall ensure that the medical assistance to be provided in his cycling event is of the highest possible standards and efficiency in all respects, taking into account that any delay, error or indecision may have serious consequences.

**Medical care shall be available immediately after an accident or the appearance of clinical symptoms (first intervention time).** The main objective is to provide the best care in order to stabilise the injured person's condition and, if necessary, to transfer her/him to an appropriate hospital facility without delay. Accordingly, it is strongly recommended to take contact with the near hospital(s) in the area to inform them that a sporting competition is taking place on the date of the event.

The medical service shall be consistent with:

- The discipline, the size and the level of the event,
- The estimated number of competitors, support staff and spectators,
- The geographical, topographical and environmental conditions, and
- The local law and professional practices.

The Organiser shall ensure that the providers of medical services have the required professional licenses and permits including for the vehicles they drive. If possible, medical personnel shall be fluent in English.

It is recommended to have:

- one doctor preferably an anaesthesiologist and/or specialist in sports or emergency medicine, traumatology or orthopaedics, and holders of an Advanced Traumatic Life Support diploma (ATLS).
- Paramedics (4 recommended) qualified in Advanced Life Support and paramedical assistants (2 recommended) qualified in Basic Life Support (BSL).
- Relevant transportation means (ambulance) to ensure appropriate transfer to the hospital.

Depending on the size of the event, we encourage the Organiser to provide a separate medical service for the public in accordance with local legislation and reflecting the size of crowd expected.

On-site medical services shall be operational continuously from at least one hour before the start of each competition or official training session, and until at least 30 minutes after the last rider has finished.

## **Information to riders (art. 1.2.068)**

It is strongly recommended to make available to participating teams and to organizational staff a document with a plan of the onsite medical stations, the names and telephone numbers of the on-site medical staff and of the hospitals to be contacted to receive injured people. In addition, local emergency numbers (police, fire services, medical emergency) shall be displayed near track centre. This information should be presented during the team manager's meeting.

**Communication**

The medical service must be able to communicate quickly with the Organiser and the Commissaires. Accordingly, before the start of the competition, the President of the Commissaires and the Organiser (Track Chief at least) must meet to discuss and agree on the process in case of an incident.

If necessary, it might be helpful to provide a radio system to the medical service so that they can communicate directly with the Commissaires and the Organiser when required.

All medical staff must be in possession of a list of emergency medical centres and hospitals to which victims can be evacuated if necessary as well as the telephone numbers of the relevant emergency services.

**Disposition on the infield**

The Organiser shall provide a:

- 1 central medical station outside the track for major injuries. It is the main treatment area. It is the place where riders can be assessed, treated and or stabilized, and eventually evacuated to the hospital.
- 1 central medical station located in the infield to be able to reach injured athletes immediately. It can be used for minor injuries or medical problems.
- Possibly, a separate medical service for the public in accordance with local legislation and reflecting the size of crowd expected.

# 12. DOPING CONTROLS

## 12.1 INTRODUCTION

The UCI International Events are submitted to doping controls according to the UCI Anti-doping Rules. The International Testing Agency (ITA) is the entity in charge of the implementation of the UCI's anti-doping program.

In annex, the ITA Organiser's guide settles all the aspects of the doping controls to be carried out during the UCI International Events.

## 12.2 DOPING CONTROL NEEDS

ITA or the National Anti-Doping Organizations (NADOs) are responsible to select competitions subject to doping controls. Consequently, if the race is selected, the Organiser will be informed by ITA or NADO.

In summary, the Organiser will be responsible for all practical aspects of the controls and shall provide the Sample Collection Personnel (SCP) with the following:

- Doping control station (DCS): equipped in such a way to facilitate the running of the controls, must be set up within the velodrome complex or in an appropriate truck. Privacy of the riders shall be respected. Its location shall be clearly signposted
- Doping control equipment: doping control kits including urine collection vessels, sealed A&B bottles and partial sample kits
- Doping control personnel: sample witnesses and chaperones of the same gender as the athletes
- Shipment of samples to a World Anti-Doping Agency (WADA) accredited laboratory.

For more information, please refer to the ITA Organiser's guide available in 19.3.

## 13. MARKETING & PROMOTION

To properly finance an event, the Organiser must answer one question: “How can costs be covered?”

Sponsoring shall help an Organiser to finance the competition and to reduce costs. On the other hand, the Organiser shall imagine what could a company/entity benefits from being a sponsor. In this sense, there are essentially two different types of approach:

- **One for institutional partners** (ministries, national state lotteries, National Olympic Committee, municipalities, public authorities, tourist bodies, etc.)
- **The other for economic actors**, who are also interested in the social dimension but are mainly concerned with the marketing potential and visibility they may get. Most of the time, **local companies** are the most receptive to develop partnerships with sporting events to benefit from the popularity at local level.

However, some companies can also be approached to assist with the organisation for technical/logistical support (**value-in kind**). For example, free provision of printers/paper, free cabling/internet installation, free water supply, infrastructures (barriers, etc.)

**Media** can also be good partners as these companies can experience a double benefit by becoming an event partner: promote recognition of their media among the general public, and the Organiser can generate content for the media partner.

### 13.1 VISIBILITY RELATED TO THE EVENT

Each partner should be awarded a denomination/status (i.e. Official partner, Main partner, Official supplier, etc.) according to its implication in sponsoring the event.

The volume and quality of what is offered to the partner depends, of course, on the package bought.

The partners should systematically be included in communications about the event.

Here are advertisements spaces that can be included in various sponsorship packages:

- **Un-slippery paintings /stickers on the track surface (standard size: 7m – 2.50m)**  
*NB: any demarcation, line, advertisement or other marking on the track must be applied with a paint or product which is non-slip, and which does not alter the adhesion properties, consistency or homogeneity of the surface (art. 3.6.076). Besides, advertisements on the track surface must be placed above the stayers' line within a longitudinal band between 50 cm of the stayers' line and 50 cm from the fence (the outside edge of the track). No advertisement may be placed within 1m either side of the pursuit and the 200 m lines, or within 3 m either side of the finish line, measured from the outside edge of the white band (art. 3.6.077).*
- **Un-slippery advertisement on the safety zone**

- **Advertisement boards on the outside fence**

Depending on the logo, and to optimize the partners brand visibility, it is recommended to use one logo per advertisement board (~5m long x height of the outside fence). For a better look, hard boards are recommended (akilux, akiplac, corex, etc.) rather than soft banners.

*NB: It is reminded that the bottom part of the outside balustrade should be completely smooth and unbroken to a height of at least 65 cm above the track. Besides, the colour of the fencing must contrast clearly with that of the track (art. 3.6. 087). Accordingly, in absence of advertisement board, it is recommended to make a coloured line of ~10cm at the bottom of the outside balustrade.*

- **Advertisement banners infield (team boxes, timing podium, starter podium, etc.)**

- **Backdrops** such as podium backdrops, welcome boards, flash interview if applicable

- **Printing and promotional material** (poster, \*official programme, results communiqués, ticketing, signage, race numbers, accreditations, etc.)

*\* An Organiser often prints an official programme of the event that includes information for the public including, information on the competition schedule, events regulations, , the list of competitors, history of the event, sponsors' adverts, catering etc. This is also a good tool to give exposure to the event partners.*

- **Event website**

- Radio/newspaper **announcements**

- Public address **announcements** during the event

- Promotional **videos** during the breaks if a giant screen is available

- **Expo area** (refer to 13.3)

- Access to the **VIP area** (refer to 13.2)

## 13.2 VIP / HOSPITALITY PACKAGES

Hospitality package is also a marketing concept that has become very popular in some countries. It can generate revenues by offering to companies access to the event as VIPs accompanied by their clients, partners, employees or other people. These hospitality packages can also be sold to regular public willing to see the event from another side.

In the offer, the Organiser may include seats with a good view (at the finish line or from a dedicated area in the track centre), but also catering and drinks, reserved parking, souvenir, etc.

## 13.3 EXPO AREA

To attract commercial partners, the Organiser may consider setting up an expo area. This area could be dedicated to the event's partners to exhibit their products/services, but also to sell a space to others that might have an interest to show their articles to the audience.

The expo area should be set at a strategic location, e.g. on the spectators' way.

## 13.4 PUBLIC CATERING

Providing a public refreshment and catering area can also generate income. Besides, it would be appreciated by the spectators and can give a positive experience from the event and its hospitality.

Note that, fixed/mobile food trucks may be located near the venue against payment.

## **13.5 MERCHANDISING**

The Organiser should be careful if he decides to produce some merchandising. Selling souvenirs/gadgets to the spectators (at the event or online) may generate some revenues, only if sufficient numbers of people are visiting the event and if the event has a significant impact.

In this sense, contracting out an “Official Licence Holder” can be advantageous solution for an Organiser.

## 14. VIDEO FOOTAGE/ STREAMING

The Organiser may be interested in promoting his event by offering video footage/live streaming on social platforms (Facebook, YouTube, etc.) or even a whole TV production.

The footage of the event could be sold or provided free of charge to broadcasters/platforms interested in the event.

If a TV production is foreseen, 3 cameras would be sufficient for a basic coverage depending on the events of the programme. If a broadcaster is interested to produce the event, they may enlarge the camera plan to suit their needs.

# 15. ACCREDITATIONS

## 15.1 ACCREDITATION PURPOSE AND FORMAT

The purpose of the accreditation system is to identify and record all persons involved in the competition and to ensure that they have quick and easy access to those areas they need to reach to perform their function.

A basic style of accreditation is suitable for the majority of events.

In most events, accreditation is used to define restricted areas. See the following example:

- Area 1: Riders area
- Area 2: Infield
- Area 3: Media area
- Area 4: VIP area

In terms of layout, the following elements are usually included on the accreditation card:

- Competition logo
- Date(s) of the event
- Function of the bearer (e.g. Commissaire, Organisation, Teams, VIP, Media, Volunteer, etc.)
- Number corresponding to the different areas/zones

## 15.2 DISTRIBUTION OF ACCREDITATION

Accreditations are mainly requested in advance by the teams, media, etc. but can also be requested by an individual when arriving at the event.

Therefore, to save some time most of the accreditations (fitted with their lanyards) should be prepared in advance while new requests should be easily drafted and quickly delivered onsite.

The location and time where accreditations will be delivered should be clearly communicated and signposted. The location must be easily accessible from outside the velodrome.

# 16. PARTICIPANTS

## 16.1 PARTICIPANTS' REGISTRATION

Organisers of track competitions registered on the international calendar are allowed to demand from competitors and/or teams a participation fee (art. 1.2.048). On the other hand, the registration shall be open to all National Federations and UCI registered Track Teams.

### Registration process

Registration process shall be arranged by the Organiser. The Organiser shall however inform the UCI on how the registration will be handled (see Calendar Registration Form).

A non-exhaustive list of possibilities is provided with the below references. If the Organiser is handling the registrations in another way, it shall clearly be communicated.

References:

1. Registration open until maximum number of participants is reached (refer to art. 3.1.009)
  - the riders are registering through the Organiser's system and it works like « First come, first serve » until the maximum allowed numbers of participants is reached.
2. Registration is open without maximum and qualification races will be organised on site
  - the organiser accepts all entries and based on the number of participants, qualification heats will be organised onsite
3. Registration is open but then selection of registered riders is made based on their UCI Ranking (best ranked)
  - the Organiser accepts all entries and x days before the event best ranked riders are confirmed
4. Registration upon invitations only
  - the Organiser chooses and invite specific riders only (sometimes a contract may be signed, or a starting prize money agreed)
5. Others (to be explained in the comment section)

Besides, it is strongly recommended to create an "Information bulletin" including practical information on the venue and on the competition, for example:

- the distance from the nearest airport to the competition venue, information on climate, accommodation procedure, vehicle hire, visa, etc.
- Organiser's contact details
- Venue information (location, plan from/to the velodrome, local attractions, public transport, etc.)
- Venue facilities (teams' storage area, changing rooms, etc.)
- Medical emergency (who to contact, where, near hospital, etc.)
- Accreditation, permanence (opening hours, etc.)
- Meetings (Rider Confirmation, Team Manager's meeting)
- Sport information (official training, entries, programme, etc.)
- Transportation (shuttle schedule to/ and from the venue, airport, etc.)
- If any services are available like provision of rollers, ice baths, etc.
- Nearest bike shops, supermarket, pharmacy, etc.
- If applicable, meals, catering (schedule, location, etc.)

## 16.2 PARTICIPANTS' ACCOMMODATION & LOCAL TRANSPORTATION

Services in terms of accommodation or transportation to participants are not compulsory but can be beneficial to ensure that riders are traveling and participating to the competition. By providing this kind of services, riders will have a positive experience and will come back in the future and thus prosper the organisation.

Accordingly, riders will meet their own accommodation and transportation costs, but the Organiser can propose accommodation package against payment.

The Organiser may also be willing to propose airport transfer and transportation between the velodrome and the hotels. For example, a shuttle service for participating teams between the team hotel and the venue operating according to the training schedule and competition programme may be organised against payment.

Details shall be well communicated through an information bulletin (see chapter 16.1 and/or the organisation's website).

# 17. CATERING

## 17.1 CATERING

In order to convey a good image of your event, it is recommended to take good care of all parties working on the event. This includes all officials (commissaires, DCO, etc.) but also all staff and volunteers.

It is thus encouraged to provide them meals and beverages according to the competition programme.

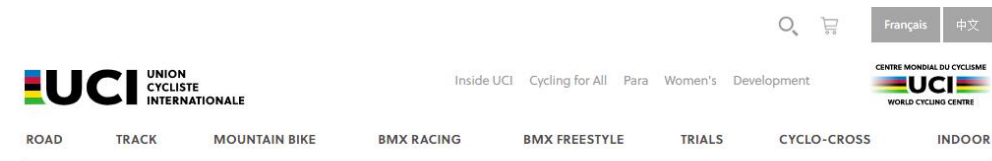
Water supply shall be foreseen in the infield, as people working during the competitions are most of the time unable to leave their position before the end.

Furthermore, a catering area should be set up at the velodrome to enable everyone (general public, teams, athletes, etc.) to buy drinks and food at the venue (refer to chapter 13.4).

# 18. EXTRACT OF UCI CYCLING REGULATIONS

The up-to-date copy of the UCI regulations is available on the UCI website:

<https://www.uci.org/inside-uci/constitutions-regulations/regulations> (Part III Track races)



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# 19. MISCELLANEOUS

## 19.1 ACTION LIST

This follows a chronological but non-exhaustive list of actions ensuing from the obligations inherent in the organisation of a track event:

WHAT	DONE Y/N
Inform your National Federation on your will to organise a competition	
Verify if the track is homologated by the UCI	
Register the competition on the UCI Calendar (UCI Calendar Procedure)	
Send the President of the Commissaires' Panel as much information as possible on the event, and stay in close contact with him	
Confirm the competition programme	
Establish the information bulletin for riders and staff	
Appoint National commissaires (in relation with the National Federation)	
Prospect potential sponsors	
Launch an event website and plan a promotional campaign	
Appoint a timing company	
Appoint a local speaker	
Arrange accommodation packages	
Define medical plan	
Confirm a dedicated WIFI can be installed infield for the teams and timing platform as well as for media	
Define process and deadline for riders' registration on-line	
Produce riders' numbers + safety pins according to riders' entry	
Define plan of the infield (team boxes, press area, timing podium...)	
Put in place signage in the velodrome	
Set the infield, prepare all offices and have everything ready before teams' arrival	

Have the OC permanence/race office operational (including opening hours and emergency phone numbers)	
Appoint an IT staff to solve all IT problems	
Install all photocopier, printers, internet, etc.	
Have the track chief present for all official trainings with its material to repair the track. Same for medical services.	
Organise security at various access points	
Immediately after the event, ensure results are sent to the UCI (via UCI DataRide platform)	

## 19.2 CHECK LIST

Below is a non-exhaustive summary of the actions to be undertaken for the organisation of a track competition:

CHECK LIST	YES	NO
Guarded car parks for officials, sponsors, OCs, press and teams		
A public-address system		
Medical assistance for the public & the riders		
Fire service		
Public toilets		
Public refreshment areas		
Dustbins		
Equipped permanence office with indication of operating days and times.		
WIFI network installed on timing podium, offices, entertainment area, media, etc.		
Fully equipped room for Team Managers' meeting		
Fully equipped Commissaires' room		
Fully equipped press area		
Promotion plan for the event: - poster campaign (posters, billboards, programme, etc.) - radio campaign, TV campaign, web campaign,		
Implementation of sponsors 'branding (boards, backdrops, paintings, etc.)		
Production of accreditation cards		
Hire a sport presenter/speaker		
Name of the Track chief		
Hire medical team (doctors, nurse, first aid, paramedics, etc.)		

<b>CHECK LIST MATERIAL FOR COMPETITIONS/INFIELD</b>	<b>YES</b>	<b>NO</b>
<b>Team Boxes (infield)</b>		
Several bike racks		
1 table + chairs per team box		
Power		
Team signs per box		
Water for teams available in the infield and for officials by the timing podium		
Warm up zone or a line of barriers where teams can put their rollers		
Wi-Fi for teams when available		
<b>Bike check area</b>		
1 bike measurement jig		
1 bike rack for the bike check		
2 chairs for Commissaires		
1 stand to hang scales		
2 National Commissaires		
<b>Track (depending on scheduled competitions)</b>		
Starting blocks (2x) (4 volunteers to put on/out on due time)		
Bells (2x on pursuits lines and 1x on finish line)		
Starter guns (2x) and ~300 cartridges		
2 motor pace motorbikes (and 1 driver)		
Commissaires' flags (3x red, 3x green and 3x yellow)		
Radios		
Two persons responsible to repair the track and material		
A4 whiteboard, pens & eraser for Commissaires		
Medical team (first aid and doctor)		
<b>Riders' Confirmation</b>		
Bib numbers		
Safety pins		
Envelopes (A4, US, Letter)		
<b>Communiqués production</b>		
Labelled files or pigeonholes for Officials		
Display boards in the infield (1x media, 1x for teams)		
Volunteers in charge of the copies of communiqués and runners to bring to speaker/commentary positions		
<b>Printers</b>		
1x for Secretary		
Enough papers available (one day before the competitions)		
Laser printers and photocopiers for the copies of communiqués		
<b>Award ceremonies</b>		
Chairs and tables to prepare the prizes		
Award ceremony backdrops when applicable		
Podium steps 2 – 1 – 3		
<b>Waiting area (2x on each side by the pursuit lines)</b>		
8 chairs (on both sides)		



### Doping Controls on UCI International Events

#### 1. Introduction

The UCI International Events are submitted to doping controls according to the UCI Anti-doping Rules. The International Testing Agency (ITA) is the entity in charge of the implementation of the UCI's anti-doping program. The Local Organising Committee (LOC) is required to provide the following aspects for the successful conduct of the doping controls.

#### 2. Sample Collection Personnel

The ITA will appoint **1 to 3 Sample Collection Personnel (SCP)** depending on the discipline.

##### Accommodation & Transport for the SCP

The ITA will cover the cost of the SCP's daily allowances and travel arrangement to the event. All costs related to accommodation (single hotel room with breakfast) and transport during the event for the SCP, are borne by the organiser (e.g., pick-up to and from the airport or train station, transport from the hotel to the venue, etc...). Please note that the SCP may need to conduct tests outside the finish line; as such, the SCP will need to have a mean of transportation available that will allow him/her to carry out his/her duties. The provision to the SCP of a car (with driver or rental car) is usually the most practical solution.

##### Staff – Sample Collection Witness - Chaperones

The following shall be foreseen:

- Male/female sample witness: if required, a person with medical training (e.g. doctor, nurse, paramedics, etc, that shall be at ease with the task of witnessing the passing of sample) shall be present to work as a witness (gender adapted to the category of the race(s)). This person shall be assigned solely for the doping controls (hence this person cannot be the race doctor). Please note that in some country, by the law, this task can only be fulfilled by a doctor or a nurse.
- Chaperones: one chaperone per rider to be tested and of the same gender as the rider (number will be confirmed in due time by the appointed SCP)
- Assistant: a designated person from the organising committee to assist the SCP before and during the event.
- Accreditation: it is necessary that the SCP and chaperones are provided with the appropriate accreditations, in order to access all areas of the venue without any restrictions.

#### 3. Doping Control Equipment

- Doping control kits: urine collection vessels, sealed A&B bottles and partial sample kits – in sufficient quantities (1.5 times the number of tests planned). To find out the number of tests required, and manufacturers of doping control kits please seek assistance to the ITA.
- Signposts for direction from finish line to doping control station. A rider must be able to find the doping control station on his/her own.

#### 4. Doping Control Station (DCS)

The doping control station shall be equipped in such a way to facilitate the running of the controls, be located in the immediate vicinity of the finish line and shall be clearly signposted from the finish line. A rider must be able to find the doping control station on his/her own. **Privacy** of the riders shall be respected. The organiser shall designate an official to monitor the entrance to the doping control station, and only allow people involved in doping controls to enter. The doping control station should be lockable.

The doping control station shall be solely used for doping control purposes and shall include three separate areas: a waiting room, a processing area (where the SCP, sample witness and the rider can complete and sign the necessary forms) including lavatories in it for the passing of the sample:

#### 1. Waiting room (1X 20-25m<sup>2</sup>):

- Ventilation or open window
- Sealed and refrigerated drinks – Mineral water, soft drinks
- Comfortable seats (10)
- TV (for SCP to see results and select riders for testing)
- Rubbish bin (garbage can)
- For athletes' wellbeing, this area needs to be heated (except in dry/summer conditions). Note: the athletes may be there for several hours after the competition.

#### 2. Lavatories (at least 2) :

- Toilets
- Large enough to accommodate the sample witness who witnesses the passing of the sample
- Equipped with running water, soap and hand towels
- Mirror on the wall behind the toilets in order to facilitate the witnessing of the sample witness.

#### 3. Processing areas - Administration room → one per appointed SCP :

- Ventilation or open window
- Table (1)
- Chairs (4)
- Communication system (radios)
- Refrigerator to keep samples cool before their transport – with a lock
- Packaging, adhesive tape, address labels to send the kits
- Rubbish bin (garbage can)
- Power points (electrical outlet)
- Envelopes (A4)
- Internet access (wifi or internet cables)

→ Examples of DCS are provided below for more details.

### **5. Shipping of samples & Analysis**

The organiser is responsible to cover the cost of the sample analysis performed in a World Anti-Doping Agency (WADA) accredited laboratory as well as the cost of the transport of the samples to the laboratory.

- Transport of samples: the organiser shall arrange the transport of the samples with a reliable courier company (e.g., DHL, FedEx, UPS, etc) to the WADA accredited laboratory. The organiser must prepare the appropriate documentation for the shipment (i.e. labels, customs invoice, sanctions documents, etc.) and share these with the appointed SCP.
  - Note: It is strongly encouraged to coordinate the transport well in advance, and with the support of the appointed SCP if needed.

- Custody: The appointed SCP is responsible to keep custody of the samples until handed over to the courier company and/or to the WADA accredited laboratory.
- List of WADA accredited laboratories: [link](#)
- Invoice address for the sample analysis: As per article 6.10 of the UCI Anti-Doping Rule, the costs of In-Competition Testing initiated and directed by the UCI shall be borne by the organiser of the Event. In this sense, please provide the ITA with the detailed invoice address that will be communicated to the laboratory.

## 6. General Information

- The ITA will also notify the Organiser's National Federation. The National Federation is however responsible for assisting the organiser with the organisation of the logistics of the post-competition controls, and therefore of the above-mentioned obligations. We therefore suggest that you contact your National Federation.
- Controls will be conducted according to the UCI Anti-Doping Rules and ITA procedures and instructions.
- The riders selected for the controls will be notified by a chaperone (or another sample collection personnel) and shall report immediately to the doping control station unless there are valid reasons for a delay; the notified rider shall always remain within sight of the chaperone from the first point of contact with the chaperone until the completion of the sample collection procedure. If the award ceremony takes place immediately after the event, a rider required to go to the award ceremony will be escorted first to the award ceremony area, then to the press conference and finally to the doping control station.
- Any changes related to the localisation of the riders participating in the race (hotel name, address and telephone numbers) must be communicated to the UCI and ITA SCP as soon as possible.

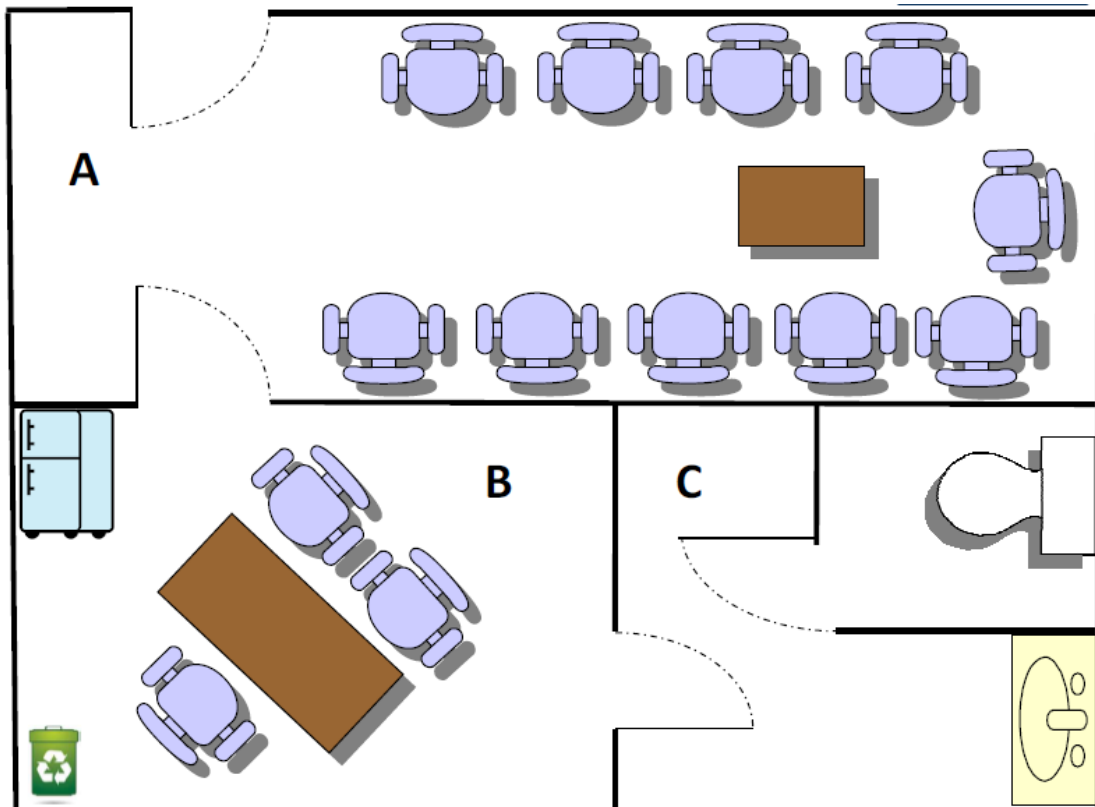
Should you require further information/clarification please do not hesitate to contact us:

International Testing Agency (ITA)

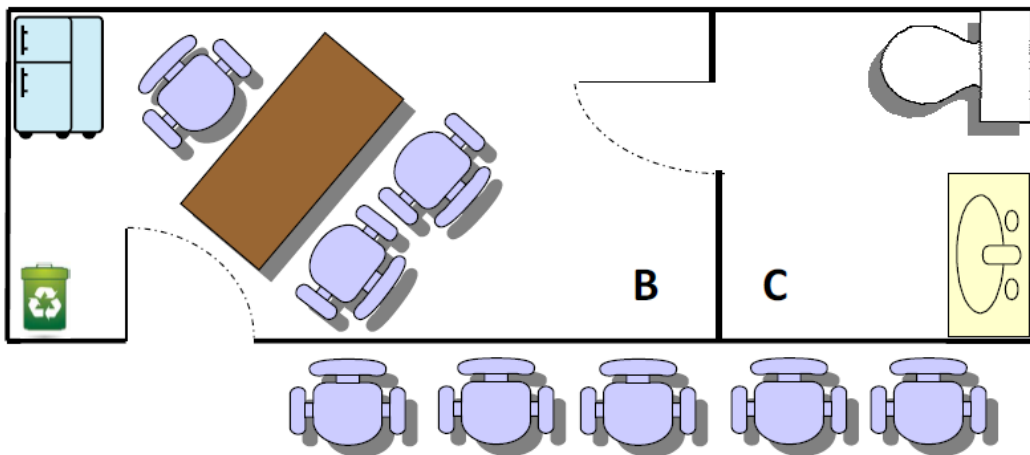
Tel : +41 21 612 12 12

[cycling.testing@ita.sport](mailto:cycling.testing@ita.sport)

## DOPING CONTROL STATION PLAN



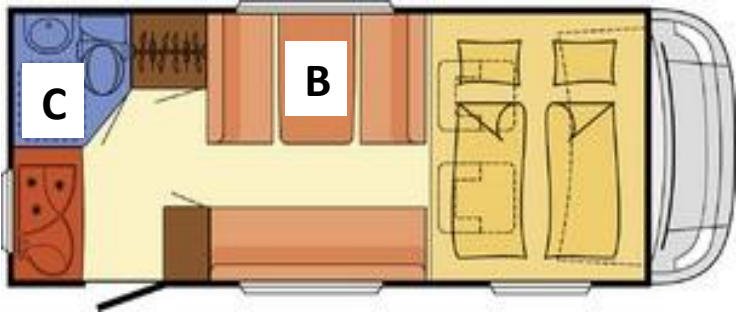
**A: Waiting Room**  
**B: Processing Room \***  
**C: Lavatory \***



*\* When more than one SCP is designated - 2 B (processing rooms) and 2 C (lavatories) are necessary*

# DOPING CONTROL STATION PLAN

## Camper Van



**A: Waiting Room**  
**B: Processing Room \***  
**C: Lavatory \***



**A**

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*\* When more than one SCP is designated - 2 B (processing rooms) and 2 C (lavatories) are necessary*

## DOPING CONTROL STATION PLAN

### Truck



**A: Waiting Room**  
**B: Processing Room \***  
**C: Lavatory \***



**A**



**B**

**C**

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*\* When more than one DCO is designated - 2 B (processing rooms) and 2 C (lavatories) are necessary*

## 19.4 USEFUL LINKS

Further information is available on the UCI Website: [www.uci.org](http://www.uci.org).

You can find specific information on the page for Organisers here: [Documentation for organisers and cities | UCI](#).

For any further questions, please don't hesitate to contact the UCI Track Department via [track@uci.ch](mailto:track@uci.ch).