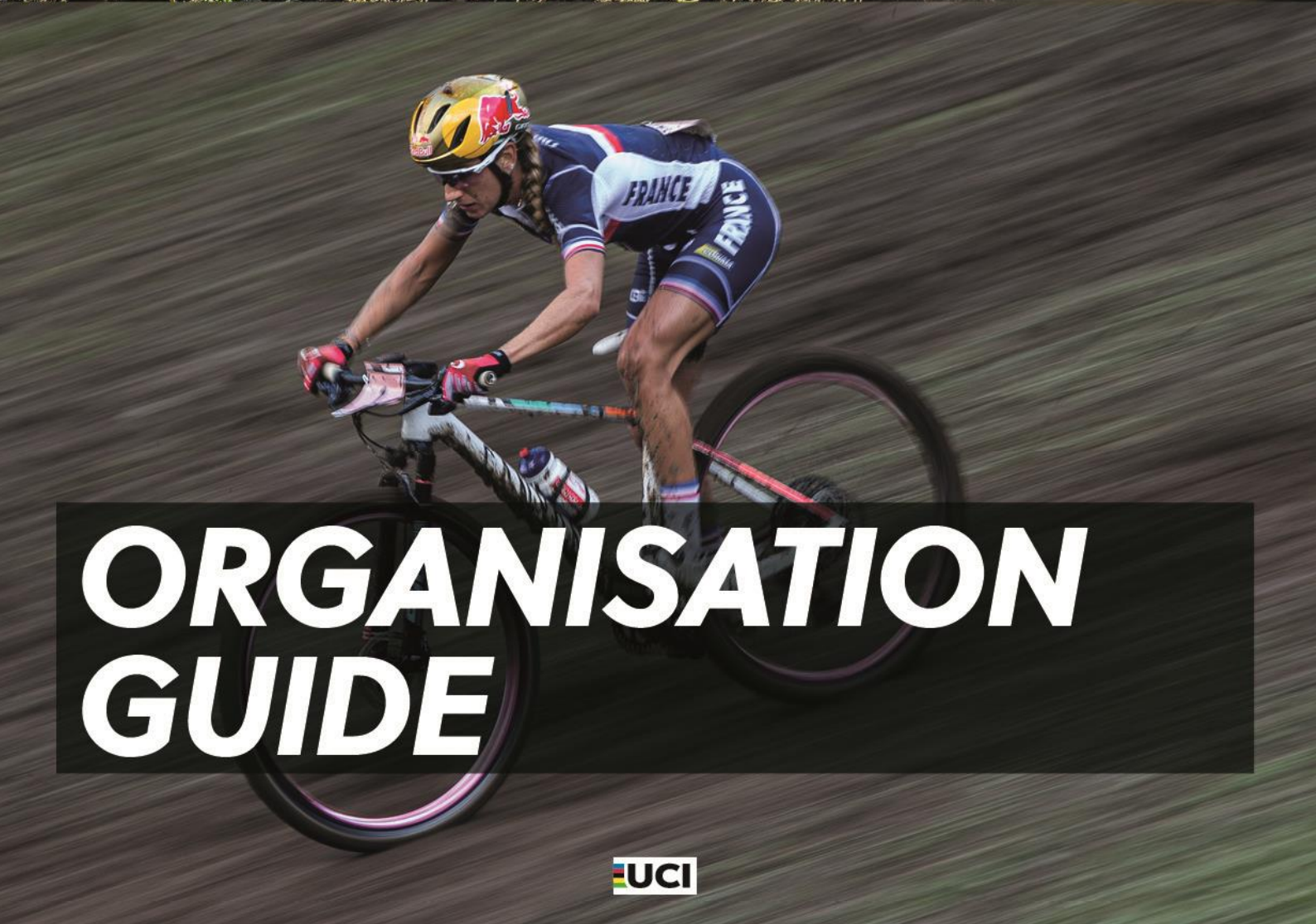# UCI INTERNATIONAL CALENDAR EVENT

# ORGANISATION GUIDE

UCI

Dear Organisers,

Organising a mountain bike event is a major undertaking but one that is extremely rewarding and satisfying.

Cross-country Olympic, cross-country short track, cross-country eliminator, cross-country marathon, downhill, E-Mountain Bike, snow bike and enduro, each mountain bike format is unique, with its own specific requirements. From course design, venue management and technical requirements through to budgeting, communication and promotion, this guide will help you ensure that your event runs as smoothly as possible. Whether you are organising a Class 1, 2, 3 or HC event, this important reference tool will guide you through all aspects of staging a successful mountain bike race.

As organiser, you are not only catering to the athletes, but also to the fans, officials, sponsors and media. All are an important part of your event and need to be taken into consideration during your preparations.

In the months leading up to your event, you will need a solid team in place, with all members having a clear idea of their respective missions and responsibilities. This handbook includes a section dedicated to Human Resources which clearly details the tasks to be accomplished by each person on your team.

As President of the UCI, I greatly appreciate your support, and thank you for organising a mountain bike event. I hope that this Organisation Guide will facilitate your work and ensure your event is a resounding success.


David Lappartient
UCI President

Contents

# 1 BACKGROUND INFORMATION

## 1.1 Historical background

The mountain bike was born in the United States, north of San Francisco, in a region dominated by Mount Tamalpais. Its birth must be attributed to a number of American adventurers who were engineering D.I.Y. enthusiasts. For them, it was a question of getting off the beaten track and the minor roads, which was where cycle racing usually took place, in order to head off towards the big open spaces. From the beginning of the 1970's, members of the «Tamalpais Cycling Club» decided to hurtle down the winding and sloping forest paths of Marin County together to Mount Tamalpais, in search of a challenge and big thrills. The bikes of that time, which only had a single gear, were called «balloners». These crude machines weighing some 25 kilos were pushed up to the summit simply for the pleasure of the downhill ride.

It was in 1974 that the first model fitted with five-speed derailleur gears, gear change by hand, a triple chain wheel, motorcycle brake levers and a quick release saddle system appeared. It was called a «mountain bike».

Of all these D.I.Y. enthusiasts, Gary Fisher, Joe Breeze and Tom Ritchey were the best. But Gary Fisher, who was a reputable road cyclist, brought a spirit of inventive competition in addition to his technical knowledge. He was the first to see a sporting and business future for this type of bike. Development may seem to have been slow during the following four or five years, but even so it was a constant race to find equipment, ideas and funding. Manufacturers did show some interest at the time because mountain bike was developing in leaps and bounds. In 1979, mass production started: this marked the beginning of the discipline's history.

## 1.2 Rules

**UCI Rules**

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

The up-to-date version of the international rules is available on the [UCI website](#).

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

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

**National Federation rules**

The National Federation operates on the basis of its articles of association and internal rules, which specify that, in accordance with its delegation of power, it lays down the administrative and technical regulations of cycling, at national level, in the various cycling disciplines and with due respect for the international rules. It is important to recall that the articles of association of the UCI mention, amongst other things, mention that «the (National) Federations undertake (…) to comply with the articles of association and the Constitution and Regulations of the UCI (…) and that the UCI Constitution and Regulations must be included within the corresponding rules of the National Federations. The articles of association and rules of the National

Federations cannot go against those of the UCI. In the event of any difference, only the articles of association and the rules of the UCI shall apply.»

Just as with the international rules, the purpose of these rules is to guarantee the legality of the sport and to safeguard the health and safety of the competitors.

**Special rules for events**
Special rules must always mention that they are subject to the rules of the UCI and of the NF and they cannot contravene either the UCI Constitution and Regulations or the NF rules.

These special rules for events are defined by the organiser to clarify all the specific procedures for his race.

Examples: participation, commitments, meeting schedules, fees, procedures for the different classifications, protocol, etc.

## 1.3   Project Management

An event, whatever it is, must, therefore, be structured. It supports strategy of action which must bring a specific methodology into play.

The organisation of a sporting event can be described as a project, i.e. an objective which is to be achieved by the participants, in a specific context, within a given period, with definite resources, requiring the use of a proper approach and the right tools.

An overall approach for the project is a specific approach which allows methodological structuring and a gradual response to a future reality. It can be considered that there are three main stages involved to do this.

| DECISION-MAKING STAGE |
|---|

- Initial idea for the sports project
- «Market research»
- Conceptualization, definition of the objectives
- Feasibility study: financial, structural, etc.
- Marketing strategy
- Drafting of the specifications

| OPERATING STAGE |
|---|

- Steering of the project: distribution of tasks, creation of working committees, etc.
- Implementation and coordination
- Contingency management
- Managing the partners (public relations)
- Managing the conduct of the event

ASSESSMENT STAGE

- Balance sheet: sport, financial, human, media
- Assessment of the economic effects, reputation, image of the event
- Future prospects
- Report

## 2  HUMAN RESOURCES

The organiser is responsible for the proper conduct of the operations with regard to the competitors, sponsors and spectators. Apart from his own credibility, the credibility of his Federation and of the UCI depends on the success of an event, which will be judged by the public, riders and journalists. The proper conduct of the operations depends on the care taken in planning and preparing for the event. The following list constitutes a possible organisation chart. There is no ideal structure. Each organiser must establish his own organisation chart by possibly drawing inspiration from the list below.

### 2.1  Staff organising the event

**Events manager**

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

**Technical manager**

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

**Registration Coordinator**

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

**Marshals Coordinator**

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

**Works Coordinator**

His brief, which is not exhaustive, covers the following aspects: setting up the start area and finishing zone, the podium, the zone reserved for awards ceremonies, the grandstands, the framework for banners and tent

facilities. Knowledge of electrical requirements for the start area/finishing zone, the public-address system, the technical area, the VIP area. The works sets up all the structures and removes them under the responsibility of the coordinator.

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

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

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

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

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

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

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

**Announcer**

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

**Security coordinator**

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

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

## 2.2 Commissaires Panel

### 2.2.1 Commissaire appointed by the UCI

**President of the Commissaires' Panel (PCP)**

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



The organiser must send the following information to the PCP:
- A technical guide for the event
- An event programme
- A list of hotels
- The dates and places of the various meetings

The PCP must send to the organiser:
- The date, time and place of arrival (station, airport, etc.)

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

### 2.2.2 Commissaires appointed by the National Federation

**Finish Line Commissaire**

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

**Start Line Commissaire**

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

**Assistant Commissaires**

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

**Secretary of the Commissaires panel**

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

## 2.3 Volunteers

The volunteers are entrusted with a large number of tasks. Provide a sufficient number of people and give each one a specific task in order to avoid any problems on the day the event takes place. It is important to recruit sufficiently early in a number of different ways: Internet, written requests to members of clubs in the region, etc.



Volunteers workers can be motivated in the following ways, by:
- Organising friendly get-togethers before and after the event (charged to the budget right from the start of initial planning).
- Distributing an out-of-season information bulletin;
- Distributing a bag containing various «goodies» and/or products often given by the sponsors or trade teams (caps, key rings, pens, etc.).
- Providing a tee shirt or uniform to staff in order to facilitate identification.

Be careful! Volunteers, by definition, are not paid. Make sure, therefore, that you make them feel important by paying them special attention so that they do their job conscientiously and stay throughout the event.

## 3   DESIGN AND DEVELOPMENT OF THE VENUES

The design must allow the movement of riders, staff of the teams and spectators to be regulated in a harmonious way and allow the start area/finishing zone to be set up and the banners and other promotional material to be distributed. Plans showing access to the site via diversions must be provided. They show how the spectator zones can be accessed without obstructing the race. These proposed alternative routes must be clearly marked long their whole length.



An infrastructure which is both reliable and suitable is essential for the proper conduct of the competitions. Successful organisation certainly depends on the amenities set up and their planned operation.

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

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

This means of identification must be in the language of the country hosting the event but also in English or French.



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

**Bike wash area.**
*4.1.046        The organiser must provide a bike washing area.*

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



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

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

**Car parks**
The car park used by the teams must be guarded, separate and quite big in order to accommodate the different types of vehicles used by the teams. The car park for the officials, media and VIPs must be as close as possible to the start area/finishing zone, the registration room and the press room.
If the car park for the general public is a long way from the venue, a shuttle system must be provided to facilitate the movement of spectators.

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

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

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

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

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

# 4 EVENTS

## 4.1 Arrangements which apply to all the events

**General information**

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

**Regulating the movement of spectators**

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

**Course map**

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

Each map must provide the following information:
- Course, with the distances every kilometre and overall;
- Start area/ finishing zone(s);
- Technical assistance / refreshments zone(s);
- Profile of the course (maximum and minimum altitudes, distance per lap);
- Best viewpoints, names of the most interesting sections of the course;
- First-aid posts;
- Access roads for the spectators;
- Bridges, footbridges or fords;
- Mechanical ascending aids
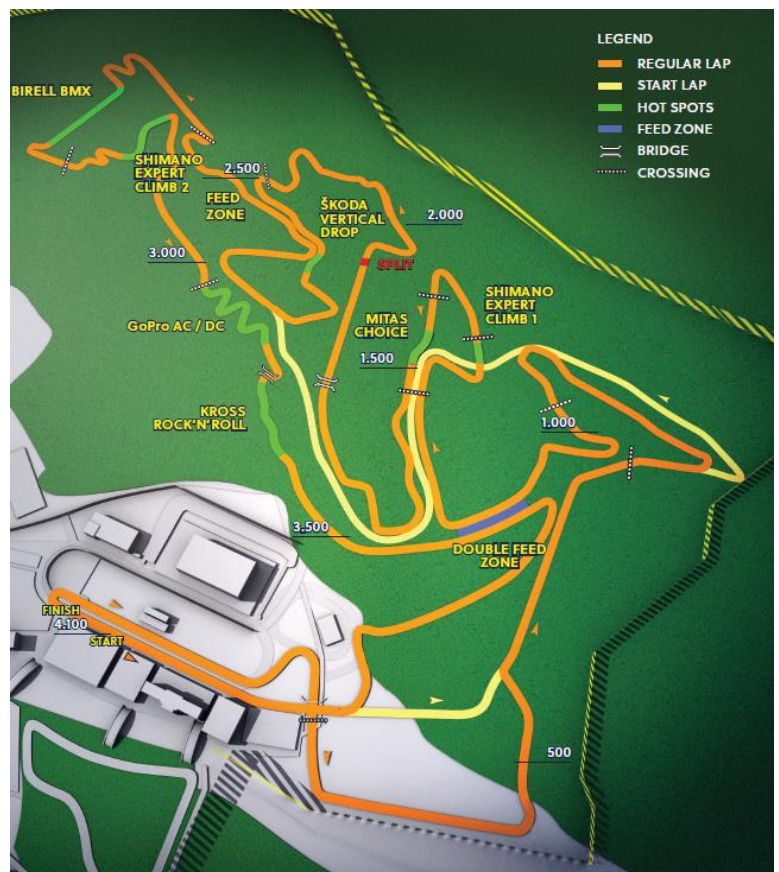
**Map for organising first-aid**

An essential map for the organiser, first-aiders and marshals. It must show:

- Course, with the distances every kilometre and overall;
- Precise location (numbered) of the marshals and of each first aid post ;
- Where the red flags are for the downhill;
- Stand-by and parking area with access roads for the ambulance-first aid vehicles;
- Evacuation route and approximate travel time to the nearest Hospital;
- «Landing area» for the helicopter;
- Start area / finishing zone;
- Technical assistance /refreshments zone



**Map for the media**

The better the conditions offered to the media are, the greater their satisfaction. Provide a very detailed map of the circuit showing:

- The best places for filming and for taking photos;
- Short cuts which can be used between different points on the circuit;
- Press room

**Marshals**

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



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

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

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

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

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

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

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

Extra marshals should be placed at spectator crossing points.

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

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

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

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


## 4.2   Cross-country Olympic (XCO)
**Presentation of the format**

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




**Definition**
The circuit for a format cross-country Olympic event shall be between 4km and 6km in length.
The course must follow article *4.2.001* (below chart) for the minimum and maximum time and distance.
The course must be marked every kilometre by a sign indicating the distance remaining to the finish line.

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

| | World Championships World Cups Continental Championships Continental Series Hors Class Class 1 | | Class 2 | | Class 3 | |
|---|---|---|---|---|---|---|
| | Race time | Lap length | Race time | Lap length | Race time | Lap length |
| *Men Juniors* | *1:00 – 1:15* | | *1:00 – 1:15* | | *1:00 – 1:15* | |
| *Women Juniors* | *1:00 – 1:15* | | *1:00 – 1:15* | | *1:00 – 1:15* | |
| *Men Under 23* | *1:15 – 1:30* | *3.5km – 6km* | *N/A\** | *4km – 10km* | *N/A\** | *No restriction and any race format* |
| *Women Under 23* | *1:15 – 1:30* | | *N/A\** | | *N/A\** | |
| *Men Elite* | *1:20 – 1:40* | | *1:30 – 2:00* | | *No restriction* | |
| *Women Elite* | *1:20 – 1:40* | | *1:30 – 2:00* | | | |

*\* under 23 compete with elite*

*The UCI will appoint yearly a certain number of UCI junior series XCO events.*

Streckenlänge ca. 4.2 KM = 190 hm

Mitas DevilsCorner

RedBull Climb

Albstadt Drop

GoPro Crossing

Shimano Hill

Schwarzwaldhof Waves

Gonso Rock Garden

Gonso Uphill

Mazda Slalom

Rothaus Jump

Volksbank Albstadt Deep Hole

Shimano Corner

Feed/Tech-Zone 1+2

Start & Finish »

Bullentäle: 48°14'42.98"N / 9° 1'3.08"E

## XCO Circuit parameters

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

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

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



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

Design your course so that no riding or walking on the course is required to access spectator points.

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

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

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



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

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



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



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



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



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



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

This system is described in *Article 4.2.025* of the UCI rules.
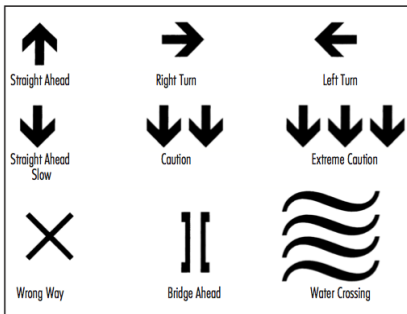
A map (A4 or A3 format) showing the different circuits and zones of the course must be given to the riders, teams, journalists and spectators.

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

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

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

### Call up area

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

If possible, the cross-country call up can be made from the straight start/finish to avoid using the boxes.



### 80% zone in XCO races

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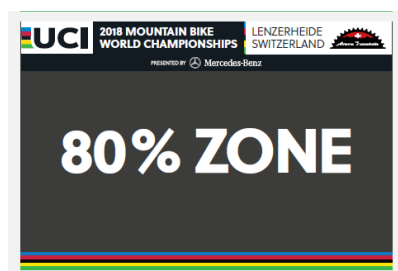


"80% Exit" signage should be prepared and be available for implementation once the exact location has been agreed.

### Start / Finish area

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

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

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

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





| | | | |
|---|---|---|---|
| **A** Finish arch | | **1** Chaperon | |
| **B** Commissaires tents | | **2** Team staff (Top 3 Riders) | |
| **C** TV Timing | | **3** Cameraman | |
| **D** Flash interview & Flower ceremony | | **4** Red Bib Photographers | |
| **E** Exit top 3 Riders | | **5** Technical Delegate | |
| **F** Exit Riders (4th and after) | | **6** Yellow Bib Photographers and other Medias | |
| | | **7** Team Staff | |
| | | **8** Security | |
| | | **9** Transponders | |
| | | **0** Public | |

picture 38
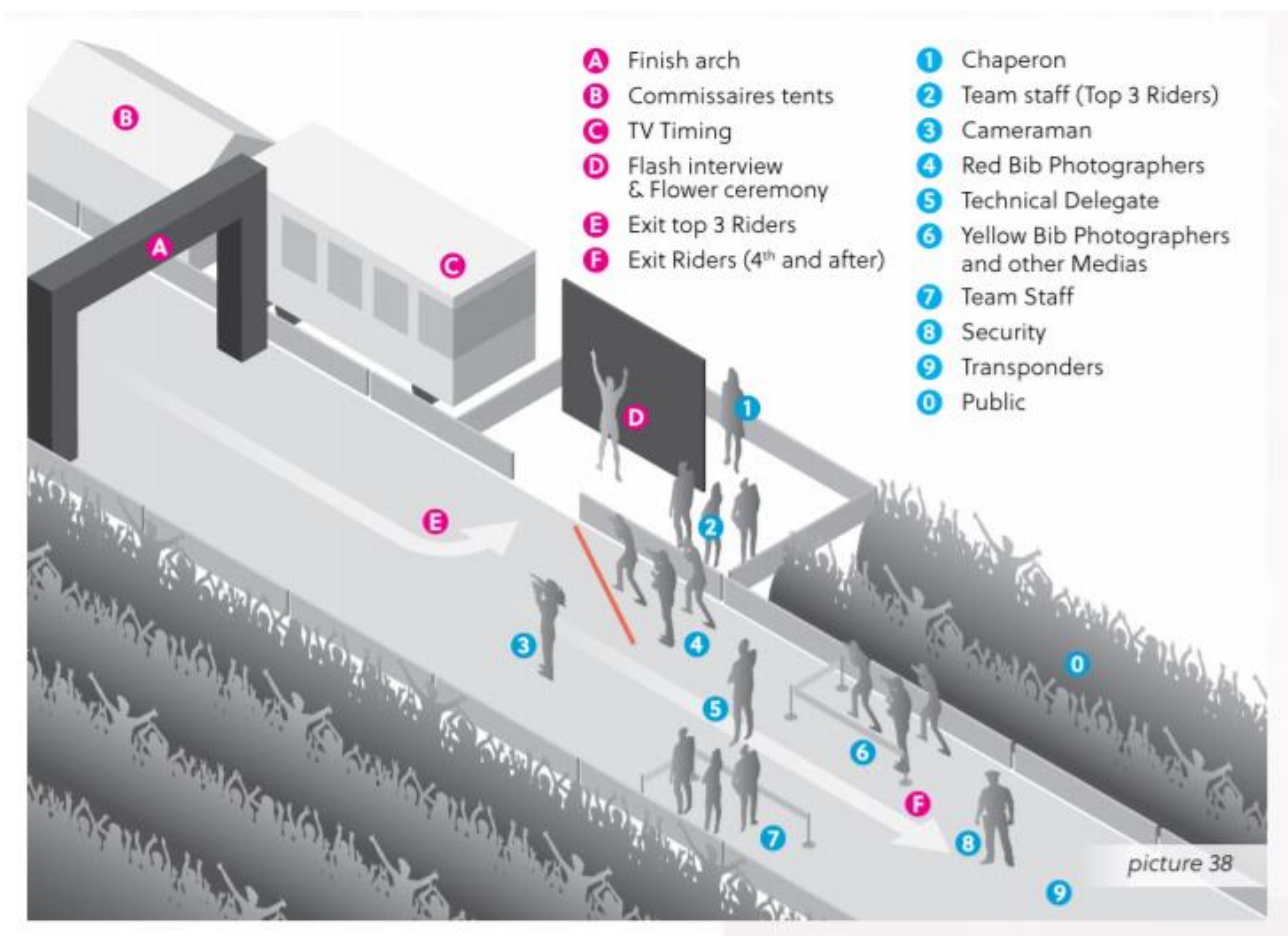
**Feed / technical assistance zone**

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

If possible a pit lane can be installed.

At least 'two for XCO, and three for XCM zones' must be judiciously set up on the course.
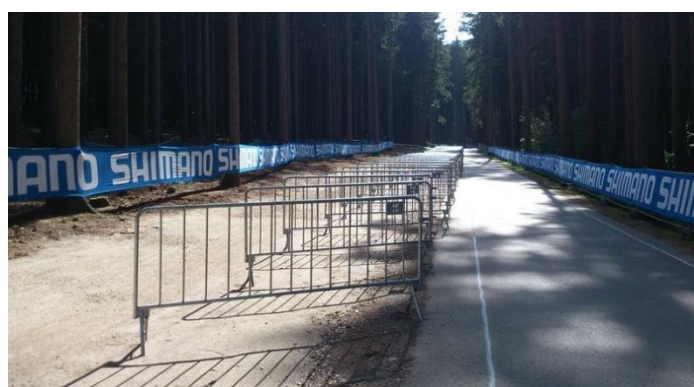








Here are the rules relating to technical assistance:

*4.2.035*　　*Feeding is permitted only in the zones designated for that purpose, which are also used as technical assistance zones. The zone is called feed/technical assistance zone.*

*4.2.041*　　*Physical contact between feeders/mechanics and riders is permitted only in feed/technical assistance zones.*

*Water bottles and food must be passed up to the rider by hand by the feeder or the mechanic. The feeder or mechanic is not permitted to run alongside his rider.*

*4.2.044     No rider may turn back on the course to reach a feed/technical assistance zone. Any rider doing so is disqualified. Only within the feed/technical assistance zone itself, a rider may turn back without obstructing other competitors.*

*4.2.045     Technical assistance during a race is permitted subject to the conditions below.*

*4.2.046     Authorised technical assistance during a race consists of repairs to or the replacement of any part of the bicycle other than the frame. Bike changes are not permitted and the rider must cross the finish line with the same handlebar number plate that he had at the start.*

*4.2.047     Technical assistance can only be given in the feed/technical assistance zones.*

*4.2.048     Spare equipment and tools for repairs must be kept in these zones. Repairs and equipment changes can be carried out by the rider himself or with the help of a team-mate, team mechanic or neutral technical assistance.*

*4.2.049     In addition to technical assistance in feed zones, technical assistance is permitted outside these zones only between riders who are members of the same UCI MTB WORLD SERIES TEAM, UCI MTB TEAM or of the same national team. For the world championships, technical assistance is permitted only between riders of the same national team.*

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

**Safety and first aid**

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

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

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

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

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

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

Below is an example of a map giving the necessary information regarding the first aid:
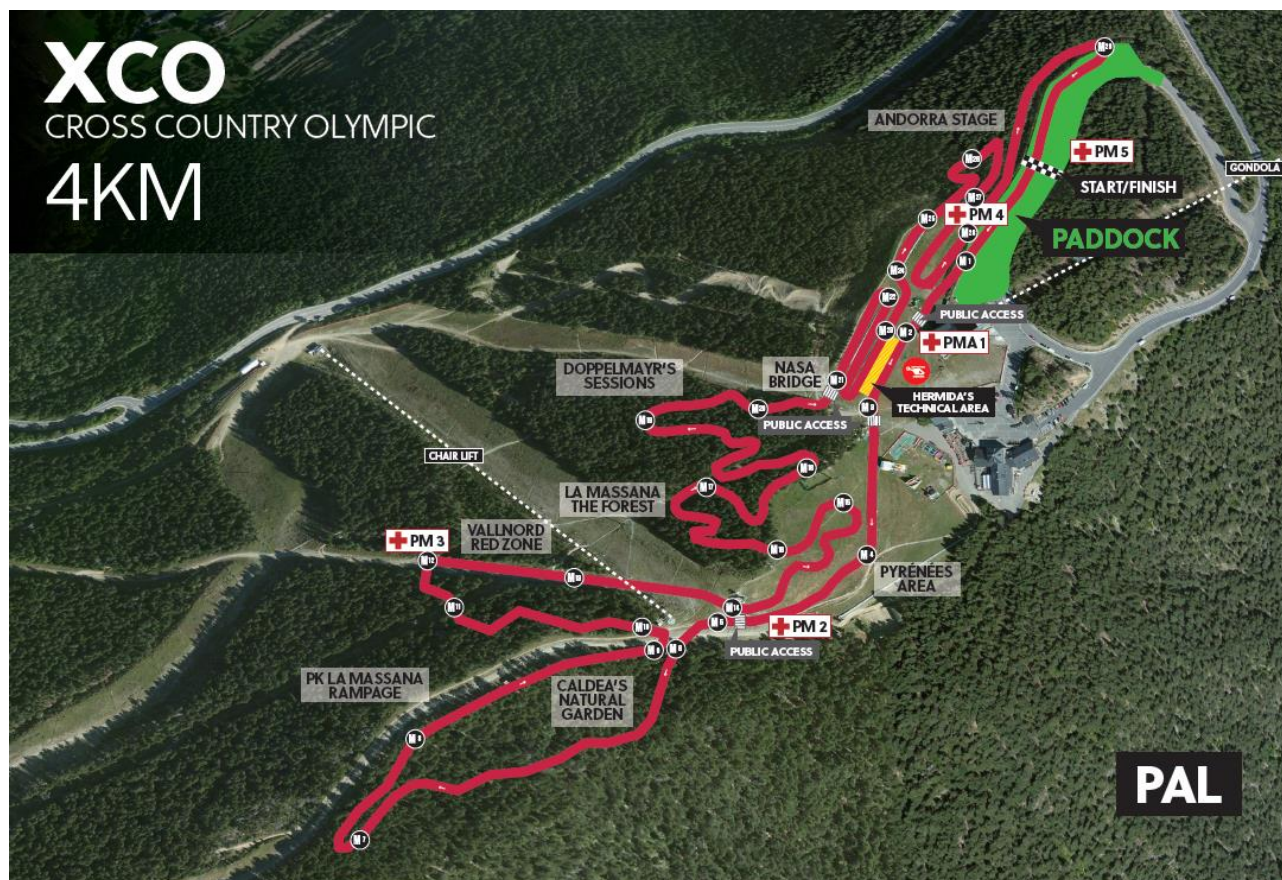


## 4.3    Cross-country short track (XCC)



**An introduction to the format**

The cross-country short track (XCC) has been included in the UCI Mountain Bike World Cup since 2018.

The cross-country short track (XCC) has been introduced since 2021 at the UCI Mountain Bike World Championships and Continental Championships awarding a separate jersey for Men and Women.

The cross-country short track (XCC) can be registered as class 3 on the UCI Mountain Bike International Calendar.

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

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

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

**Specification**
The cross-country Olympic section (4.2) of the guide will also cover also the Cross-country short track (XCC) such as communication, marshalling, course marking, 80%, technical assistance zone, start/finish area, safety and first aid, etc

In addition, we make you aware of the following:
- A qualification race will be organised
- for XCC, the minimum tyre width must be 45mm

**Programme**
The cross-country short track (XCC) must be a separate event (separate race, separate points).
Straight after the event, a prize giving ceremony will take place for the first 3 riders.

**Age category**
Cross-country short circuit (XCC) World Championships are open to all riders aged 23 or over.


## 4.4   Cross-country eliminator (XCE)

**Presentation of the format**

The cross-country eliminator is a spectacular discipline. Four or six riders start side by side, and race on a short eliminator course consisting of natural or paved sections they compete at high speed. The XCE requires a good start, speed, technical skill and good tactical sense.

**XCE Circuit parameters**

The cross-country eliminator event must be between 500m and 1000m. It's is a fast-moving, dynamic, action-packed format in which four riders race in heats on technical tracks featuring obstacles such as jumps and bridges or natural obstacles.



Competitions begin with a time trial that takes the form of an individual timed lap of the circuit, as a result of which the fastest 32 men and 16 women qualify for the main competition. The fastest two riders in each heat thereafter qualify for the next round, with the format continuing until only four riders remain to contest the final.

The circuit must allow the 4 or 6 riders to overtake along the whole circuit and to seize their chance right up to the finish line, whilst retaining a level of safety. Any sections of single track should be short. The circuit can use a mix of natural and paved terrain and some safe obstacles such as stairs, jumps (with a 'B' line alternative), bridges etc add to the spectacle and should be laid out to optimise spectator viewing and TV filming. The course should be marked in the same style as an XCO course with tape and/or barriers.

**Age category**
The cross-country eliminator events are open to all riders aged 17 or over.

**Riders holding area**
An area should be marked off with barriers adjacent to the Start for riders to assemble prior to staging. This "parc fermé" should be large enough to hold the riders prior to lining up for the time trial qualification, and the riders for the subsequent eliminator heats. Consider where team parking is when arranging the call up area so riders do not have to cross the course before or after they have raced.

Some covered area within the "parc fermé" is recommended in case of extreme weather conditions (rains or sun). If the parc fermé is in sight of spectators/cameras, it must be free of any branding.

The Start should be close to, in front of, and in full view of the Finish line; in this way riders can be staged while a heat is in progress. Allow adequate room for the riders finishing to be able to stop and exit the course without passing or interfering with riders gridded for the next heat start.

A 8m (min 6m) width is required for an XCE start using 4-rider heats. The ground should be smooth and level and the course should keep 8m width (or min. 6m) for at least the first 50m before any narrowing. If the ground at the start line is loose it will be necessary to sweep it to avoid wheels pin when riders start the race.

**Finish Area**
The Finish should be minimum 6m wide, and be 6m wide and straight as possible for the final min. 50m to allow for passing and close finishes. Allow enough space for riders to stop and remember to give them an exit that does not interfere with the Start area.

## 4.5 Cross-country marathon (XCM)
**Presentation of the format**
A cross-country marathon event must cover a minimum distance of 60 kilometres and maximum of 160km. Only the start and finishing lines may be located at the same place.

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

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

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

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

**Age category**
The cross-country marathon events are open to all riders aged 19 or over.

## 4.6   E-Mountain Bike (E-MTB)

**An introduction to the format**

Introduced in 2018 to the Mountain Bike format, the E-MTB offers a new dimension to MTB possibilities. The riders will have to use the engine assistance to come over the obstacles, steep climbs and take the advantage over their opponents.

**Age category**

E-Mountain Bike events are open to all riders aged 19 and over an include Masters categories for Men and Women.

**Course parameters**

Due to the speed limitation of the engine, assistance will cut over 25km/h. It is therefore important to avoid as much as possible flat and light uphill sections where the rider would have to pedal while being over this speed limit. Being helped by powerful engines, the course needs to offer bigger challenges to the riders with obstacles that wouldn't be manageable without an assistance. Steep climbs and uphill rock gardens are two of the many possibilities you can include in the course.

*4.8.001*   *Only EPACs, in the sense of article 1.3.010bis, are authorized for use in E-Mountain Bike events.*

*4.8.003*   *E-Mountain Bike events will be organised in the cross-country and Enduro formats and will be registered as Class 3 events. No UCI points will be awarded for E-Mountain Bike events.*

*The characteristics and formats of events, specifications of EPACs, and verification procedures will be determined in the technical guide for each E-Mountain Bike event. The technical guide serves as regulation for each specific event in such matter not governed by the UCI Regulations.*

*4.8.005*   *Riders can only use the battery fitted on their bike at the start and cannot carry an additional battery during the competition.*

## 4.7   Downhill (DHI)

**Presentation of the format**

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

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

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

**Downhill parameters**
*The downhill must be designed as specified by the UCI rules:*
*4.3.004        The course for a downhill must follow a descending route.*

*4.3.005        The course comprises varied terrain sections: narrow and broad tracks, woodland roads and paths, field paths and rocky tracks. There normally is a mixture of fast and technical sections. The emphasis of the course is to test the riders' technical skills and their physical ability.*

*4.3.006        The length of the course and the duration of the event are determined as follows:*

|  |  | *Maximum* |
| --- | --- | --- |
| *Course length* |  | *3500m* |
| *Duration of the event* |  | *5 minutes* |

| | *World Championships World Cup Continental Championships Continental Series Hors Class Class 1* | | *Class 2* | | *Class 3* |
| --- | --- | --- | --- | --- | --- |
| | *Minimum* | *Maximum* | *Minimum* | *Maximum* | |
| *Duration of the event* | *2 minutes* | *5 minutes* | *1 minute* | *5 minutes* | *No restriction* |

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

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

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

Make sure that the spectator zones are easily accessible.

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

**Age category**
The downhill events are open to all riders aged 17 or over

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





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

## Finish zone

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

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

Barriers made of a hard material are required on both sides in the area around the line (before and after).
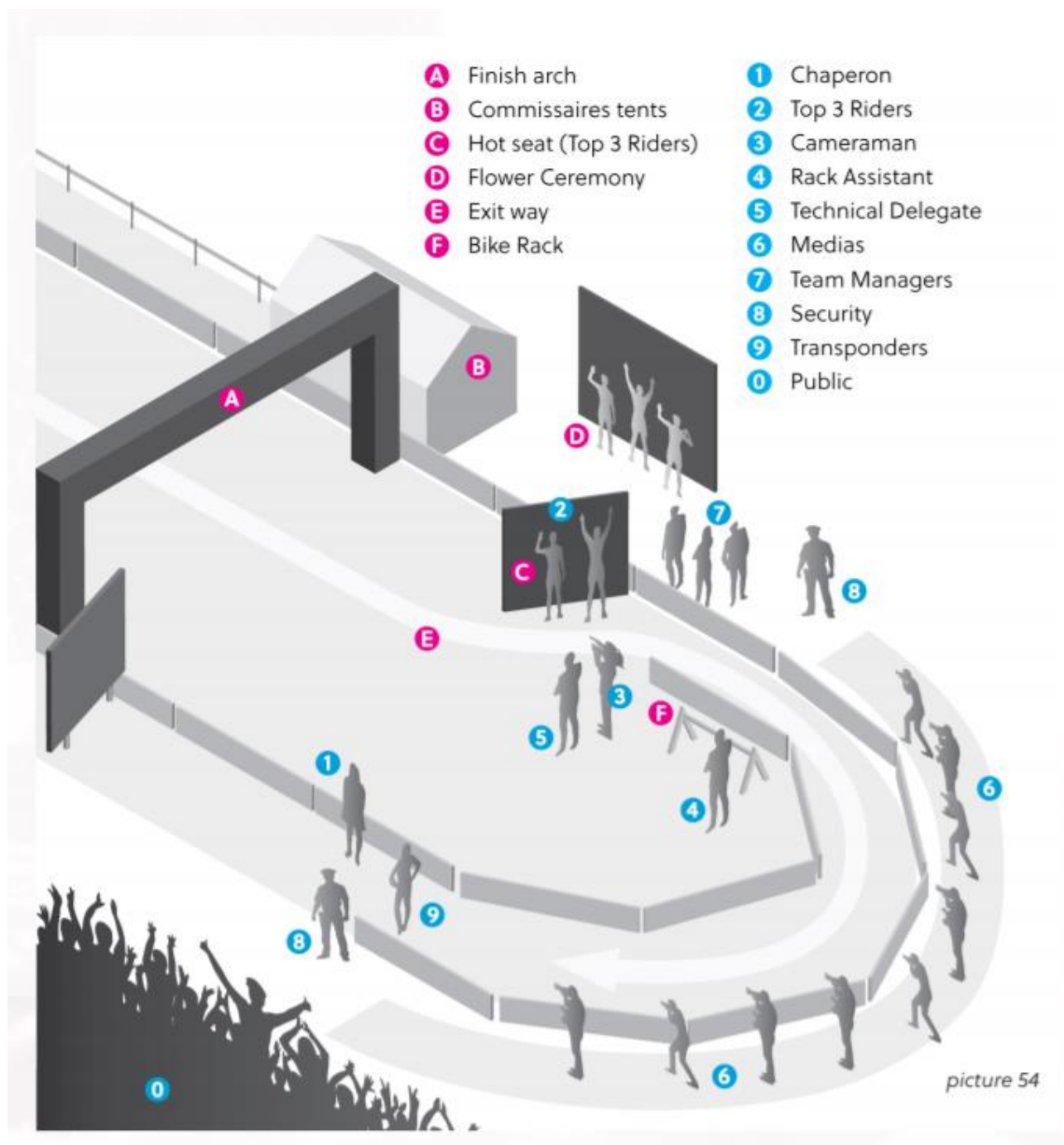A «Hot Seat» must be placed in the finish zone. The rider holding the best time must sit in this place and await the arrival of the other riders until another rider beats his time.
Show some originality when making the Hot Seat! Drinks should be provided to the riders finishing the race as well as on the hot seat.



## Finish bowl

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

| | | | |
|---|---|---|---|
| **A** | Finish arch | **1** | Chaperon |
| **B** | Commissaires tents | **2** | Top 3 Riders |
| **C** | Hot seat (Top 3 Riders) | **3** | Cameraman |
| **D** | Flower Ceremony | **4** | Rack Assistant |
| **E** | Exit way | **5** | Technical Delegate |
| **F** | Bike Rack | **6** | Medias |
| | | **7** | Team Managers |
| | | **8** | Security |
| | | **9** | Transponders |
| | | **0** | Public |

picture 54

## Safety and first aid

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



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

*4.3.007     The entire downhill course must be marked and protected with safe and visible course markers that present no safety risks to riders.*



Marking poles must be angled towards the outside of the course.

Trees must be covered with good quality pads.




Rubber matting on all wooden bridges and jumps is also compulsory.

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

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

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

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

In very fast and dangerous sections, where the rider line is close to the course boundary, B lines must be installed as per diagram:



*Articles of the UCI rules concerning the marshals:*

*4.3.015          Each marshal must be located in direct line of sight of the next. They signal the arrival of riders with a short, loud blast on a whistle.*

*4.3.016          The marshals must be provided with flags so that the safety system below can be used.*

*4.3.017*      *During official training every marshal must carry a yellow flag which must be waved in the event of a crash to warn other riders who must slow down.*

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

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

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

Below is an example of a plan showing the marshal positions:
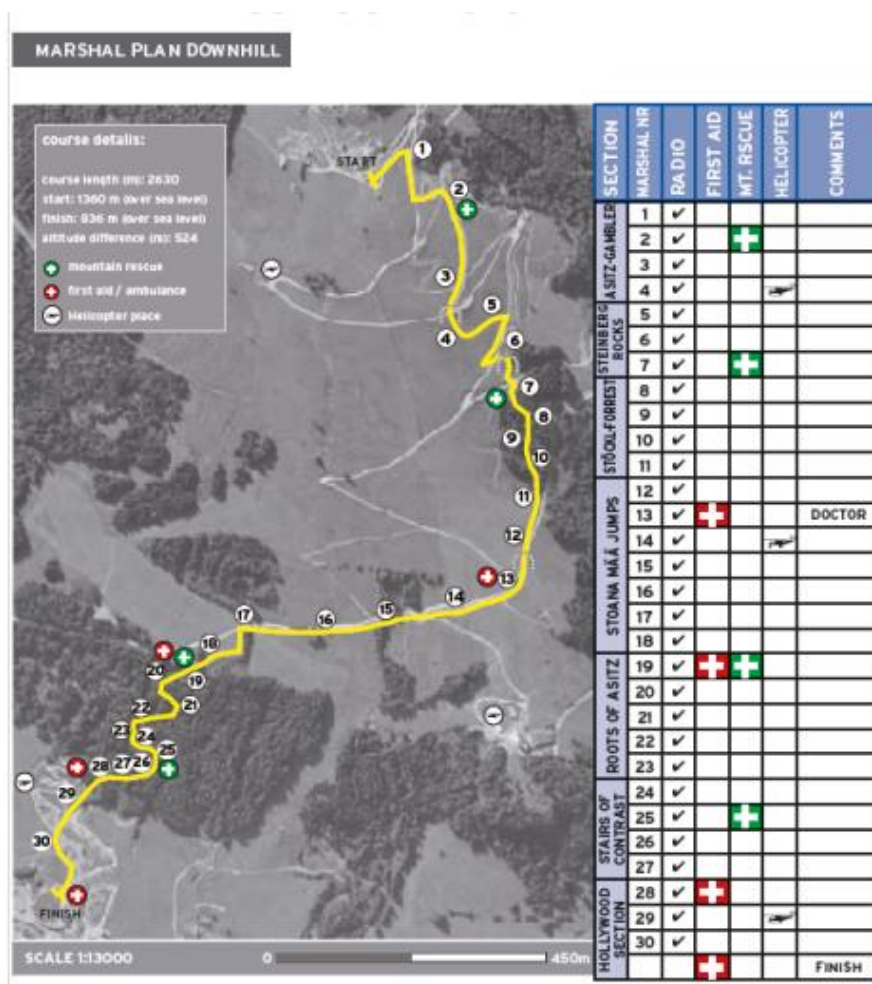
**Procedure for stoppage of races**

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

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

*The red flags are used in training and racing.*

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

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

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

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

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

**Training session**

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

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

*No training is permitted whilst a race is in progress.*

*4.3.022*  *Each rider must complete at least two training runs or they will be disqualified from the race. The start commissaire must ensure that this rule is applied.*

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

*At the discretion of the President of the Commissaires' Panel, riders may be permitted to start at a designated point on the course.*

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

**Transport/uplift, to the top of the course**
The minimum passenger flow must be 250 riders an hour, including bikes.



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

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

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

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


## 4.8   Enduro (END)

**Presentation of the format**
Enduro events includes several liaison stages and timed stages. The times achieved in all timed stage will be accumulated to a total time. An Enduro course comprises varied off-road terrain. The track should include a mixture of narrow and wide, slow and fast paths and tracks over a mixture of off-road surfaces. Enduro racing requires athletes to use a combination of endurance, speed and technical skills.

*4.5.001*      *The race includes several liaison stages and timed stages.*
             *The times achieved in all timed stage will be accumulated to a total time.*

             *An enduro course comprises varied off-road terrain. The track should include a mixture of narrow and wide, slow and fast paths and tracks over a mixture of off-road surfaces. Each timed stage must be predominately descending but small pedaling or uphill sections are acceptable.*

             *Liaison stages can include either mechanical uplift (e.g. chairlift), pedal powered climbs or a mixture of both. The emphasis of the track must be on rider enjoyment, technical and physical ability.*

             *Any other system may be acceptable only under exceptional circumstances and subject to prior authorisation from the UCI.*

*4.5.002*      *A technical assistance zone can be provided by the organizer. Outside technical assistance is only allowed in this area.*

## 4.9 Snow Bike (SNO)

**Presentation of the format**

Inspired by skiing, Snow Bike is a new winter discipline but on two wheels. The principle is simple: snow - preferably hard snow, a bike, descent and speed. Depending on the format, riders can compete individually, against one another.

Different formats are possible: dual slalom, super g, four cross

DUAL SLALOM
- An event where a series of elimination races are held between pairings of riders racing head to head down two parallel slalom courses. The two courses should be as close to identical as possible.
- The duration of the courses should be between 20 secs and 45 secs, with the optimum at 30 secs.
- Courses must be marked with a minimum of the following:
  - With ski slalom gates (PVC piping) with a height between 1.5 m and 2 m.
  - The last gate on each course must be set at least 10 meters before the finish line.

SUPER G
- An event where the riders race down the course one after the other, chasing the best time of the day.
- The course must be set up on a descending slope of between 250 and 400 meters with a succession of gates, like in skiing.
- The gates must be alternately red and blue.
- The gates must be at least 6 m and at most 8 m wide for open gates and at least 8 m and at most 12 m for vertical gates.
- The distance between the turning poles of two successive gates must be at least 25 m.

FOUR CROSS
- An elimination event where three or four riders (called a heat) compete side by side on the same downhill course.
- Ideally, the course is set up on moderate slopes with regular gradients. It must also include a mixture of jumps, humps, banked turns, berms, dips, natural tables and other special features. It may also include unbanked turns. There is normally no climbing requiring the riders to pedal.

- The course must also be wide enough to allow four riders to line up side by side, and to enable overtaking.
- The duration of the race must be between 30 seconds and 60 seconds with an optimum time between 45 and 60 seconds for the winner of the qualifying round.
- The gates on the course must be made of non-metallic stakes (slalom stakes), preferably in PVC, 1.5 to 2 metres high.

**Age Category**

*4.7.002*     *The snow bike events are open to all riders from aged 17 or over. All riders therefore enter in the Men Elite and Women Elite categories.*

*For participation in events on the international calendar, riders' categories are determined by the age of those competing as defined by the difference between the year of the event and the year of birth of the rider.*

# 5    MARKETING

## 5.1    Sponsorship strategy

The partnership strategy must answer one question: how can costs be reduced?

In this spirit, the inclusion of institutional and technological partners is useful because of their financial support and their logistical contribution.

Another quite natural relationship with sporting events is sponsorship.

**Logic behind sports sponsorship**
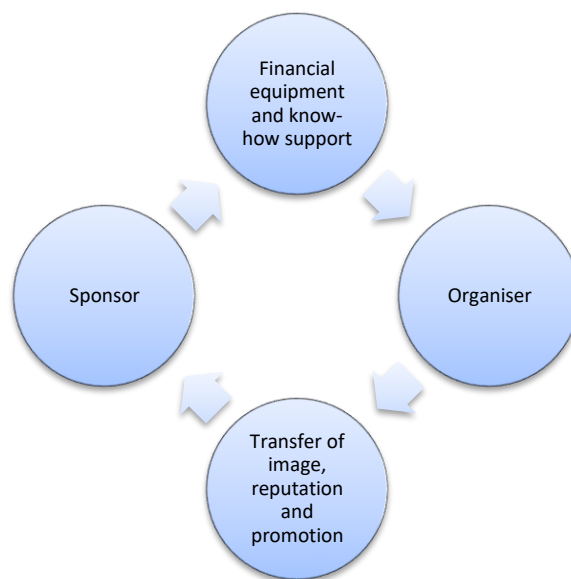


Sponsorship is an agreement whereby a company gives an organisation its support in return for a certain degree of publicity, the terms and conditions of which are laid down in the agreement. For the sponsor, it is a question of buying advertising space in the hope of gaining benefits in terms of enhancing its reputation.

For this association to be meaningful, the event must befit the company. Mountain bike is a young sport. First and foremost target companies and public which are linked to the discipline but also share its values.

## 5.2  Communication

**The media**

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

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

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

**Other**

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

There are numerous publicity materials:

Written materials help to promote the event and are equivalent to selling advertising space for the partners /sponsors:
- Poster
- Official programme
- Flyer
- Internet site
- Press articles

The visual materials allow the partners/sponsors to be present at the event and to communicate due to:
- Fixed publicity materials such as streamers, banners, hoardings, start and finish arches, etc.
- Mobile publicity materials such as vehicle marking.

# 6 ORGANISATIONAL ASPECTS

## 6.1 Equipment required

**Timing system**

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

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

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

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

**Power supply**

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

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

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

**Tents**

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

### Information board

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

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

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



### Official programme

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

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

### Race numbers and handlebar number plates

It must comply with the UCI rules, Article 1.3.075:

- Height: 15cm
- Width: 14 cm
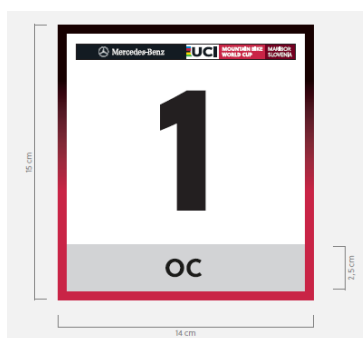


When it is time to put on the race number, give the riders 4 safety pins. For the handlebar number plate, also provide 4 «Colson» (zip ties) so that the rider can fit the number plate correctly.

### Radio/Walkie Talkie

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

## 6.2 Zones required

**Team / expo area**

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

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

**VIP area**

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

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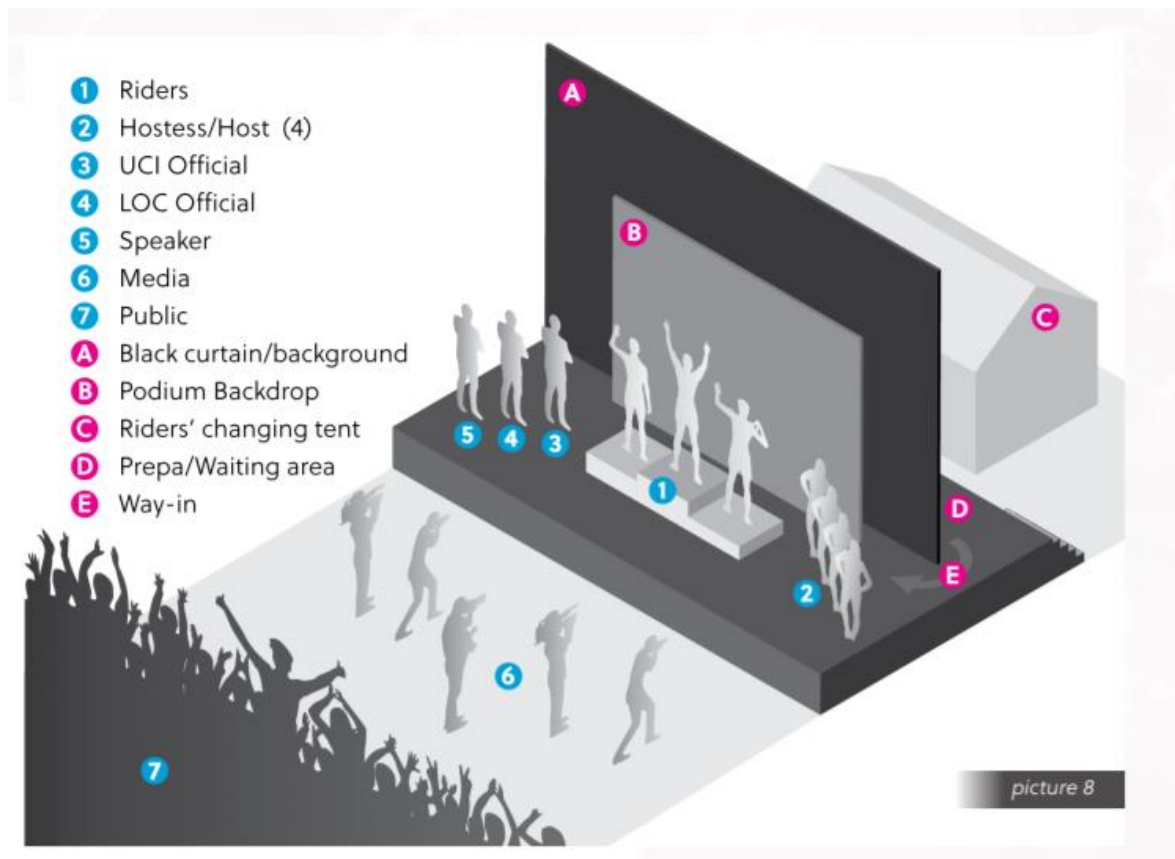
**Podium**

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

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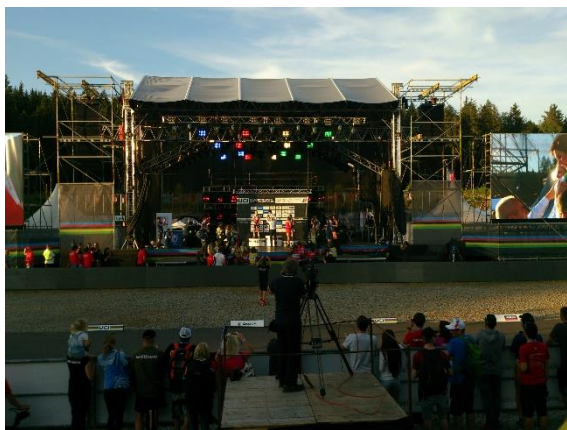


See to it that the photographers and cameramen are roughly at the same height as the podium in order to avoid low angle shots. Ensure that no photographer or cameraman leaves the media area and that he does not disturb his colleagues while trying to work.

Rigorous scheduling and presentation enhance the event. It is important to stick to the agreed schedule.

1. Riders
2. Hostess/Host (4)
3. UCI Official
4. LOC Official
5. Speaker
6. Media
7. Public
A. Black curtain/background
B. Podium Backdrop
C. Riders' changing tent
D. Prepa/Waiting area
E. Way-in

picture 8

# 7 ACCREDITATIONS

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

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



Who has access to which zone(s)?

| | Press room | Start and finish line | Feed/Technical assistance zone | Course (*) | VIP area |
|---|---|---|---|---|---|
| **Team Managers / Team staff** | | X | X | X | |
| **Press / TV / Media** | X | X | | | |
| **Organisation** | Depending on the role of each person | | | | |
| **UCI Officials / Commissaires** | X | X | X | X | X |
| **VIPs / Sponsors** | | | | | X |

(*): in specific area

# 8 REGISTRATION ON THE UCI INTERNATIONAL CALENDAR AND RANKING

## 8.1 Registration in the UCI international calendar

Each year, the organiser must send to his National Federation a request for a registration form for his event. He must complete and return it to his National Federation. The NF then records the event in the international calendar via UCI's online registration system and also in its own national calendar.

*1.2.006*   *Each year, organisers shall apply to their respective national federations to have their races included on the world or continental calendar. By filing its application, the organiser commits to respecting the UCI constitution and regulations.*

*The organiser of, cyclo-cross, mountain bike or BMX event registered on a national calendar in which riders of three or more foreign federations participated, two foreign federations for a track, trials or an indoor cycling event, must request the inclusion of the next edition of his event on the international calendar. The event shall not be included in the national calendar, except if its inclusion in the international calendar is rejected.*

*For MTB, BMX, BMX Freestyle and trials, this date is the last Friday of July as for track, para-cycling track and cyclo-cross, the deadline shall be set at December 15th.*

*The application of the national federations must be filed according to the instructions given by the UCI administration and confirms in any case the organiser's commitment to submit to the UCI constitution and regulations.*

*If a race is run over the territory of several countries, the race shall be included on the calendar only with the agreement of the federation of each country concerned.*

*If a federation does not transmit a request for inclusion on a calendar, the organiser of the race may approach the UCI directly.*

ATTENTION new organisers! It is very important to take these Articles of the UCI rules into account:

*1.2.009*   *The first time a race is submitted for inclusion on the international calendar, the organiser shall submit documentation including at least the following information:*
- *type of race (discipline, speciality, format);*
- *description of the course including total length (in km) and, where applicable, that of stages and circuits;*
- *the type and number of participating teams and/or riders' categories wanted;*
- *financial aspects (prizes, travel and subsistence expenses);*
- *references concerning organisation.*

*The documentation must be submitted to the UCI at the latest on the same registration deadline settled in Article 1.2.006 for the other disciplines.*

*1.2.011*   *If the documentation is accepted, the race shall be registered for a probationary year, on a date compatible with the existing calendars. The race may be supervised by a UCI delegate at the expense of the organiser.*

## 8.2 Ranking

**Definition**

For each format (XCO, DHI and XCM), for the Men and Women categories, an individual ranking per team and per nation is compiled. A race which is registered in the international calendar is given a class (HC, C1, C2 or C3) according to the criteria specified by the UCI (quality of the circuits and of the organisation, safety, experience, etc.). A race, depending on its format and its class, awards a specific number of points to the riders according to their results – see point table in the UCI rules – Part 4 – Appendix - Point Tables.

The ranking is, therefore, the sum of the points gained by a rider, a team or a nation over all the international events.

4.16.008      *For events in the categories below, only the best results of each rider are taken into account:*
         *− class HC one-day events: the best 5 results*
         *− class Continental Series one-day events: the best 5 results*
         *− class 1 one-day events: the best 5 results*
         *− class 2 one-day events: the best 5 results*
         *− class 3 one-day events: the best 5 results*
         *− stage races (SHC, S1 and S2): the best 3 results regardless the class (based on UCI points)*
         *− class XCO juniors series one-day events: the best 4 results*
         *− class XCO juniors one-day events: the best 4 results*

The UCI Mountain Bike ranking is explained in Chapter XVI of Part 4 of the UCI rules.

The UCI Mountain Bike ranking is updated weekly on Tuesday, and also on 31st December unless otherwise announced by UCI:

The results of each event must be entered in DataRide (UCI's online platform to submit results) very quickly so that they can be inputted and recorded.

The ranking not only defines the world ranking but also forms the basis for the qualifying system for the UCI MTB World Cup events, the UCI MTB World Championships and the Olympic Games. It also allows the starting order to be established and the race numbers to be allocated.

**Despatch of the results**

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

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

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

# 9 FINANCIAL ASPECTS

## 9.1 Typical budget

The headings of a typical budget are given as an example to help you to draw up your own budget. They are not exhaustive and they do not necessarily have to feature in your budget. You can add your own headings.

The organiser can rely on the following income to cover his expenses:
- Subsidies, aid from the authorities (town, region, etc.)
- Registrations
- Advertising revenue/Sponsors
- Commercial sales (catering/beverages / merchandising / admission charge)
- Services provided by the Federation or a partner. Ideally, a budget must balance.

## 9.2 UCI international calendar fees

*1.2.012*  *The inclusion of a race on the international calendar shall be subject to the payment of a fee, called the calendar fee, the amount of which shall be set annually by the UCI management committee.*

*The total amount of the fee must be paid by the organiser to the UCI upon reception of an invoice from the UCI. Invoice are sent 90 days before an event, or upon approval of the race in the calendar, whichever is later.*

*The UCI reserves the right to remove the race from the international calendar at any moment prior to the event should the calendar fee remain unpaid. In such a circumstance, no UCI International Commissaires will be appointed, respectively no UCI ranking points will be awarded to the participants; should the organiser wish to reregister the event on the calendar on a following season a penalty fee of CHF 250 will be applied.*

*Furthermore, a race inscription shall be refused if the enrolment fees for previous season's races have not been paid or if the organiser does not honour its financial obligations with the UCI. This measure also applies to the new organiser of the race and, in general, to the organiser and/or race that the management committee considers to be the successor of another organiser or another race.*

**Calendar fee**

The calendar fee depends, in the first instance, on the continent involved. Each continent is divided into different zones. The registration fee for each race is subdivided as follows:

- UCI International calendar fee
  - This fee includes the allowances (travel and expenses) of the officials (International Commissaires, Technical Delegates) appointed by the UCI, as well as the registration fees for each event in the international calendar.
- Annual contribution to the Council for the prevention of Doping (organisers)
  - Annual financial contribution paid by each organiser to contribute towards financing the prevention of doping.

- Annual contribution to the Council for the prevention of Doping (riders)
  - The contribution made by the riders corresponds to 2% of the minimum fee scales.
  - The financial contribution is to be deducted from the fees payable to the riders by the organisers.

**Change of date and cancellation**

Any change of date or cancellation of an event (whether authorised or not) is subject to payment of an additional fee.

The amounts of each fee can change. Please refer on a regular basis to the financial obligations published on the UCI website.

## 9.3 UCI Financial Obligations

The financial obligations available on the UCI website and govern various domains such as calendar fees amount, prize money to riders and information on accommodation/transport for the UCI officials.

# 10  ENVIRONMENTAL CONSIDERATIONS

Some advice for promoting the event:

Integrate the configuration of the site by determining the criteria peculiar to the race (undulation of the circuit, varied terrain, length of the tracks) and the ecological aspects (natural size, fragility of the soil and vegetation for example).

Take into account the importance of local activities such as rambling or even the natural beauty of the area and the invitation to relax in the peace and quiet.

Assess the network of usable paths and tracks, particularly with regard to dual use by mountain bike events and the other activities.

Determine the ability to reinstate the ground: repairing paths, etc.

Marshals are responsible for their sector and it is their job to clear any rubbish from the area before they leave. Assess the impact of the event on the subsequent development of Mountain Bike events at local level.

Assess the impact of the event on the economy of the site and the contribution that Mountain Bike events may make to the life of the local communities.

## 11 UCI CONTACTS

The UCI contact persons will be as follows:

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## 12  ANTI-DOPING CONTROL

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

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