



**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 cycling 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 event for everybody's benefit.

The success of a track cycling competitions depends on riders, sponsors, spectators and the staff having a positive experience. This implies a degree of rigour in the organisation, to offer track cycling 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 Cycling Competition, part of the UCI Calendar, should refer to art. 3.8.003. Basically, there are two classes of International Track Cycling competitions; Class 1 and Class 2. The difference in between these two classes depends on the number of races in the programme as well as on the number of category and participating nations (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. Both class of competitions have a different point scale as per art. 3.3.010.

However, any competition 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 3 Track Races, § 6 Velodromes.

## 2. REGISTRATION ON UCI CALENDAR

All Organisers interested in hosting an International Competition shall follow the below procedure 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.

Please note that as soon as three nations participate in a track competition, the Organiser must request the inclusion of the next edition of his competition on the international calendar.

#### 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](#).

#### Technical File

The first time a race is submitted for inclusion on the international calendar, the Organiser shall submit a documentation called Technical File (available in the Annexes). Besides, 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.

#### Deadline

The deadline for sending Track registration forms to the UCI is set on **December 15**.

Accordingly, it is recommended for the Organiser to send the registration forms to the National Federations no later than December 1<sup>st</sup>.

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**. He will be in charge of the general organisation and should have an overview of the whole organisation. Depending on the size of the Organiser, he often looks for sponsorships and oversee the finance.
  - The **Technical/Sporting** Manager generally knows very well the velodrome and he is a technician who knows about track cycling, thus the needs of the material/infrastructure required to organise track races.
  - The **Secretary** is working in close collaboration with the Event Director. He should be in charge of 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 event (with newspapers, radio, television/streaming if applicable, the general public, etc.) before and during the event. He generally has a knowledge of the communication sector.  
His tasks will be:
    - to draw up and implement a communications plan to promote the event 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 in order to ensure that these parties promote the event via their institutional communications.

During the event, the Organiser will in addition 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 will need to be present for the duration of the races, trainings and make sure to track it 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

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

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

EXPENDITURE	
*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 (event 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.	
Event branding (paintings, boards, etc.)	
Giant screen	
Entertainment (DJ; speaker, loud speakers, etc.)	
Event 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	
Total expenditure	



REVENUES	
Institutional partners	
Event partners	
Hospitality	
Ticketing	
Expo area income	
Catering	
Other revenues	
Total revenue	

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

# 5. INFRASTRUCTURE AND MATERIAL

## 5.1 GENERAL ORGANISATION

In addition to the specific aspects related to the competition, the following items shall also be foreseen for the smooth running of the event:

- public liability insurance to cover the event
- fire service procedure
- electricity (enough power, light on the track for night competitions)
- large signs and arrows to signpost the venue of your event before all teams, media and spectators arrive on site
- enough public toilets
- enough waste bins
- enough car parks

## 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) that is free of all obstacles.  
*NB: No person or object may be inside the safety zone when riders are on the track. Any material (including starting blocks) shall be stored on the other side of the fence. Commissaires and other persons authorised by the President of the Commissaires' Panel are the only persons that are allowed on the safety zone.*

### Photographers' area on the safety zone

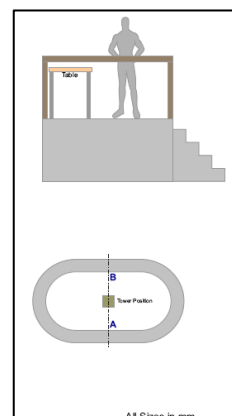
- If required, we recommend marking an area (using tape) for photographers to ensure that they are always in a safe area and that they don't go too close to the riders during races.  
On a 4-meter safety zone:
  - Front straight: mark at 1.5m from the inner fence, 10 past finish line, 45° from fence to 1.5m width then to 20m long
  - Back straight: mark a broken line at 1.5m from the inner fence along the length of the back straight

### 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

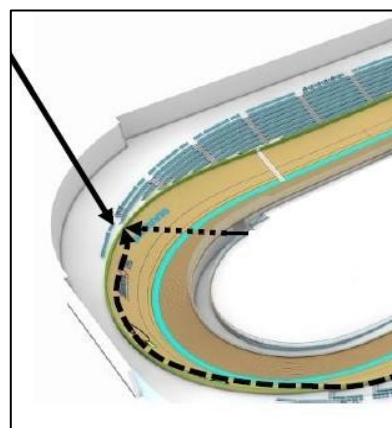
### 2 podiums on the infield

- 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 corner 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)
- Flags for Commissaires: 3 of each colour: green, red and yellow (or discs with handle). Size: 40x40cm with a 20cm handle
- Starting pistol and 200 cartridges
- A3 white board + tick markers for the use of 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, timing staff, organisers. 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. If no derny are 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: at least 40 foam pads (every 5 meters). The foam pads will be made of synthetic materials (not slippery), measure about 50cm long, be square if triangle shape with one side loaded with rubber. Volunteers and/or National Commissaires shall be appointed to put/remove them.
- 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 must be present throughout training sessions and competitions (refer to chapter 11. Medical Service)

## Additional optional facilities:

### Bike checks

- 1 to 2 areas (~3m x 2m) in the infield near the pursuit lines, ideally located near the access ramps
- Structures to hang the scales to weigh the bicycles (approx. height: 2 metres).
- A small table and 1-2 chairs for the commissaires
- A stand (bike rack) in order to hang the checked bicycles.
- National Commissaires shall be appointed to accomplish this task.



### Award Ceremonies

- A protocol area
- Podium steps 2 – 1 – 3
- 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. The ventilation should not generate a draft within the velodrome.

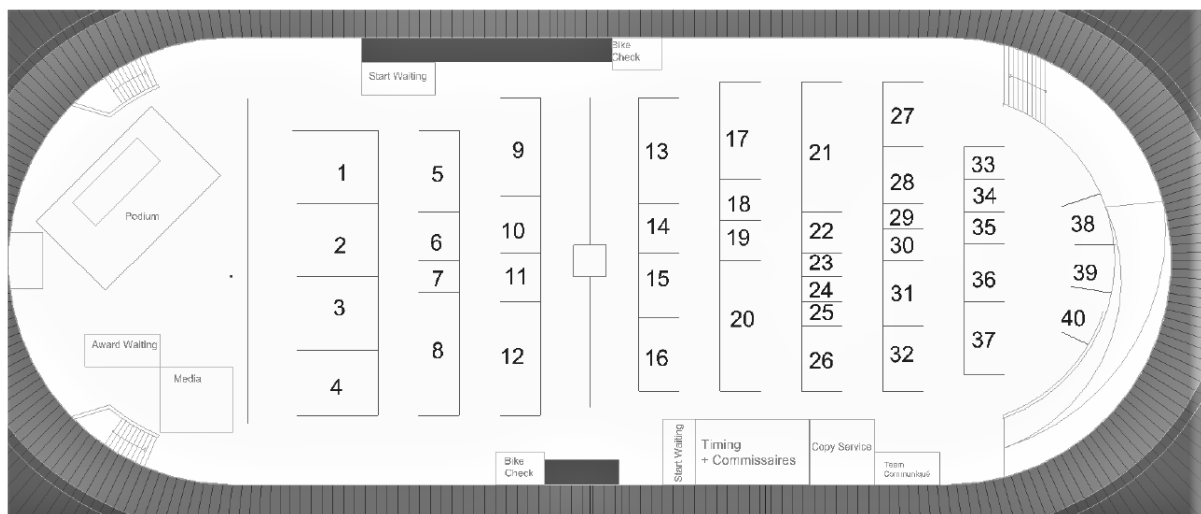
- it is also important to consider hygrometry to avoid static electricity and to guarantee a humidity level of not less than 30%

### Team boxes

- A sufficiently large area in the centre of the track for the construction and installation of team boxes. Its heights should not obstruct the commissaires view of the track. Provide chairs or bench in each team box.  
Possibly, provide compressors, electrical points to share between all teams.
- Line of barriers can be put in place to create an area where riders can put their rollers or have a warm-up area in the centre of the infield
- Provide few bike racks for riders hang their bicycles.
- To ensure an ordered space planning, pathways can be defined and delimited between the team's boxes (i.e. sticker on the floor to avoid teams to put their material on the pathways)
- For the size of team boxes, we usually calculate around ~ 1.5m<sup>2</sup> per athlete.



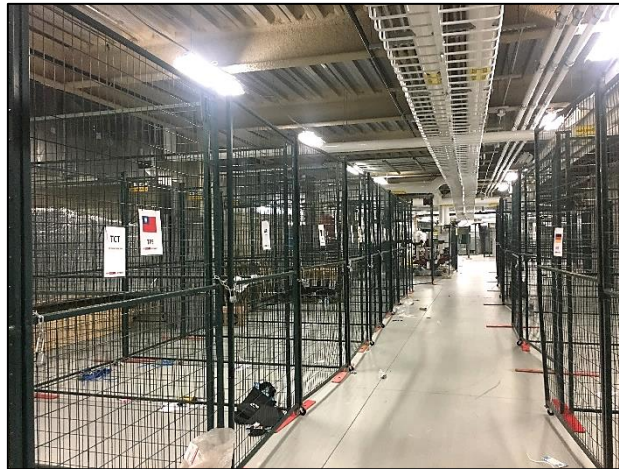
Below you will find an efficient example of an infield plan (and the placing of team boxes):



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		

### **Storage rooms**

- Possibly, provide area (cabins or containers) for teams to store their equipment during the competition. The storage cabins located outside/under the velodrome shall be temperate and equipped with sufficient light and electrical power in order for the mechanics to work in it.



### **Sport scientists' positions**

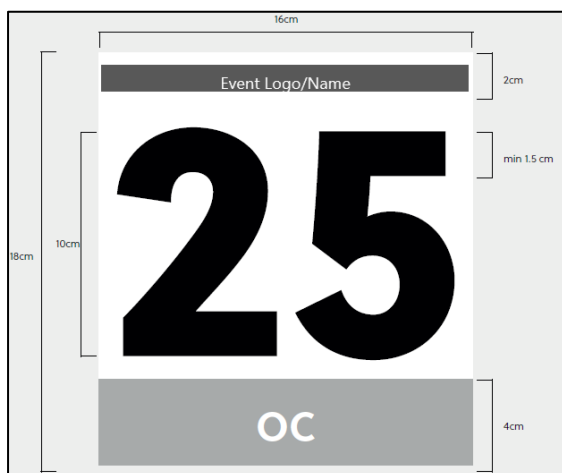
- An area in the grandstand (by the pursuit lines) can be cordoned off along the back straight (or home straight if possible) where teams can film their riders for purposes of sports.

## 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:

Event	Numbers/Digits	Colour of the number
Madison	#1 to #xx	Black number
Madison	#1 to #xx	Red number
Omnium, Points Race	#1 to #xx	Black number
Sprint, Keirin, Scratch	#100 to #xxx	Black number
Time Trial, Individual Pursuit	#xxx to #xxx	Black number
Team Pursuit, Team Sprint	#xxx to #xxx	Black number

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 commissaire.

### 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 1000th 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, etc) (art. 1.2.110).

The minimum timing equipment to be foreseen is the following:

### Timing material

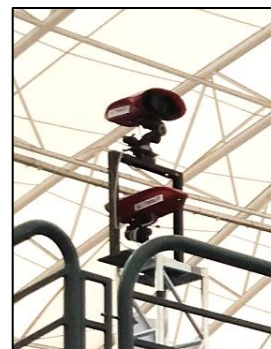
- 1 photo finish camera at the finish line
- 1 lap counter at the finish line (and 1 bell)
- a high-speed internet connexion (DSL) in the central zone for the exclusive use of the timing staff & commissaires

For timed events:

- 2 lap counters (and 2 bells) at the pursuit lines
- 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 photo finish cameras to be placed at the pursuit lines

### Optional:

- Recommended: 1 electronic scoreboard / videoboard synchronized with the timing system with an operator to operate the scoreboard
- 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**

- The timing platform placed in line with the finish line. It will need to be equipped with power.

*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.*

Work places on the timing platform shall allow direct visual contact on the finishing line and the scoreboard. It shall be big enough (~5x 3m.) to welcome:

- the speaker(s) if he is not located on the concourse side, he might need a CIS (Commentator Information System). The Organiser will need to provide a network cable between the timing podium and the position of the speaker.
- the commissaires (Finish line-commissaire and President of Commissaires' Panel)
- the timing staff and/or timekeeper-commissaires

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 commissaires for them to meet before and after the races. It should contain the following equipment:

- tables and chairs for ten people
- two-way radio sets with headsets for communication between commissaires
- electrical power

## 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)
- Start lists and results (displayed on boards? copies available?)
- 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 'class room' 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

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

- a laser printer (and spare toner) to be connected to the laptop for the Secretary of the Commissaires' panel.
- 1-2 packs of blank paper for printing out the start lists
- tables and chairs
- a high-speed internet connection, electrical power (the Commissaire might need to connect to internet to get information about licensees)

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 PRESS ROOM / PRESS AREA

If relevant have an area for journalists, preferably set up in the infield or on the stand by the finish line, equipped with the following material:

- high speed internet connection lines (download capacity: 10Mbps, upload capacity: 2Mbps), with modem connection facilities (routers) or a reliable WIFI access
- display board for communiqués
- If required, **an interview area** can be provided next to the podium for photo opportunities and interview with the winners of each event.



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.

#### **Safety instructions for media at track cycling competitions**

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

#### **Sporting officials prevail**

The Commissaires appointed by the UCI and the National Federation of the host country of the event are responsible for enforcing the safety rules on the track's apron – hitherto referred to as safety zone.

As per the rules, only specifically authorised individuals are permitted to enter the safety zone during the races. This authorisation is granted by the Commissaires in collaboration with the Organiser's communication person.

#### **Identification**

On top of media accreditation, a bib for TV crews, photographers constitute visible evidence of authorisation to enter the safety zone. It is compulsory to wear the bib inside this zone. Individuals without a pass and 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 on 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.

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 exclusion from the event.

**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.

**Information briefing**

For the sake of optimal communication, these safety instructions shall be shared with media on their arrival prior to the event.

## 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 races 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.

### Finish-line commissaire/Finish Judge (art. 1.2.119)

One of the members of the commissaires' panel shall act as finish line-commissaire. He shall be the sole judge of the finish. He shall note the finishing order, the number of points won, and the number of laps covered. The finish line commissaire may, on his own responsibility, co-opt other persons appointed and licensed by the national federation of the organiser to assist him. Besides, the finish line commissaire shall work closely with timing service provider.

An example of the Commissaire Task Gris is available in the appendices.

**Report and results (DataRide)**

The President of the Commissaires' Panel will provide a detailed report, giving his evaluation of the race, and send it to the UCI in a maximum of 14 days.

Besides, the President of the Commissaires' Panel is responsible for uploading the results on the UCI results' platform (DataRide) and for sending the complete results at the earliest opportunity and within 2 hours at the latest to the UCI (art. 1.2.124).

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
- Distribution of rider numbers
- 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 competitions 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 organization, 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 race. The Organiser may communicate important information related to the organization 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 number of races in the programme as well as on the number of category and participating nations:

- Class 1
  - Minimum 5 participating nations in each race
  - Minimum 4 categories including Men Elite (and to choose. Juniors (M/W), U23 (M/W), Women Elite or Para-cycling
  - Minimum 5 races
  
- Class 2
  - Minimum 3 participating nations in each race
  - Minimum 2 categories including Men Elite (and to choose: Juniors (M/W), U23 (M/W), Women Elite or Para-cycling
  - Minimum 2 races

The requirements of minimum categories to be organised within the competition's programme take into account all events organised, even national races or those with one country represented at the start.

Besides, different categories can be combined in one race. Nevertheless, the category of the majority of participants will be taken into account only. Participants belonging to another category must be included in the results but will not receive UCI points.

The requirements of number of races take into account any event's type represented at the World Championships, regardless of the number of nations at the start of those events.

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).

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	1x
Speaker(s)	1x (if required)
Timing Company	1x (if required)

## 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

### Process:

1. *The Commissaire Secretary gives the original copy to the results manager*
2. *The results manager starts the copies and give 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:*



- 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	24	100 072 599 27	Suter	Gaël	SUI		M			127		1
2	25	100 276 002 21	Thomas	Benjamin	FRA		M			124		2
3	21	100 059 343 60	Torres Barcelo	Albert	ESP		M			107		3
99	28	100 096 400 63	Sajnok	Szymon Wojciech	POL		M			30 DNF		4
27	100 064 077 41	Miraliyev	Sultanmurat		KAZ	TTA	M			10 DSQ		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 / ANNOUNCER

Track cycling competitions should be presented and explained to the public throughout the duration of the competitions in order to familiarize them with the competitions and maintain their appeal throughout the duration of the competition.

We all know that maintaining the attraction of spectators during competition is a key challenge for the Organiser.

Therefore, the sport presenter(s) appointed by the Organiser should be extremely good at livening things up.

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

A public-address system. Announcements must be clearly audible from the stands (public) as well as from the infield (teams/officials)

## 10.5 MEDIA

To maximize the exposure of the event, the media coverage is particularly important. For the events' 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 cycling 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 Cycling 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.

**Medical care shall be available without delay, at any time when the track is open to riders.** The major objective is to provide the best care in order to stabilise a person's condition and, if necessary, to transfer the person to an appropriate hospital facility within the shortest 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.

## Qualification

The medical service shall be consistent with all relevant factors including but not limited to:

- 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.

## Schedule

On-site medical services shall be operational continuously from the start of training sessions until the last race.

## 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 persons. In addition, local emergency numbers (police, fire services, medical emergency) shall be displayed near track centre.

### **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. ANTI-DOPING-CONTROLS

## 12.1 INTRODUCTION

The UCI has established the Cycling Anti-Doping Foundation (CADF), a foundation organised under the laws of Switzerland, for the purpose of managing anti-doping activities on behalf of UCI, i.e., in particular: Planning effective Testing, Registered Testing Pool (RTP) management, Biological Passport Program (Hematological and Steroidal), Results Management (initial review) and administrative support for the management of Therapeutic Use Exemptions (TUE). As such, the CADF is responsible for planning and carrying out the sample collection process during the international events.

## 12.2 DOPING CONTROL NEEDS

CADF is responsible to select competitions subject to doping controls. Consequently, if the race is selected, the Organiser will be informed by CADF and will receive a guide in which all necessary information for the organisation of the anti-doping controls are listed.

In summary, the Organiser will be responsible for all practical aspects of the controls and shall provide the Doping Control Officer(s) 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: urine kits (including collection vessels) and partial sample kits
- Doping control personnel: doctors and chaperons of the same gender as the athletes
- Shipment of samples to a WADA accredited laboratory

For more information, please refer to the Organiser's guide for Anti-Doping controls available here: [LINK/APPENDICE](#)

# 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

Accreditation allows individuals who are involved in the event (organisational personnel, teams, commissaires, DCO, media, VIP, etc.) to be differentiated from the public and to allow them access to certain areas where the public is excluded.

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 4: Riders area
- Area 3: Infield
- Area 2: Media area
- Area 5: 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 access areas/zone

## 15.2 DISTRIBUTION OF ACCREDIATION

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.

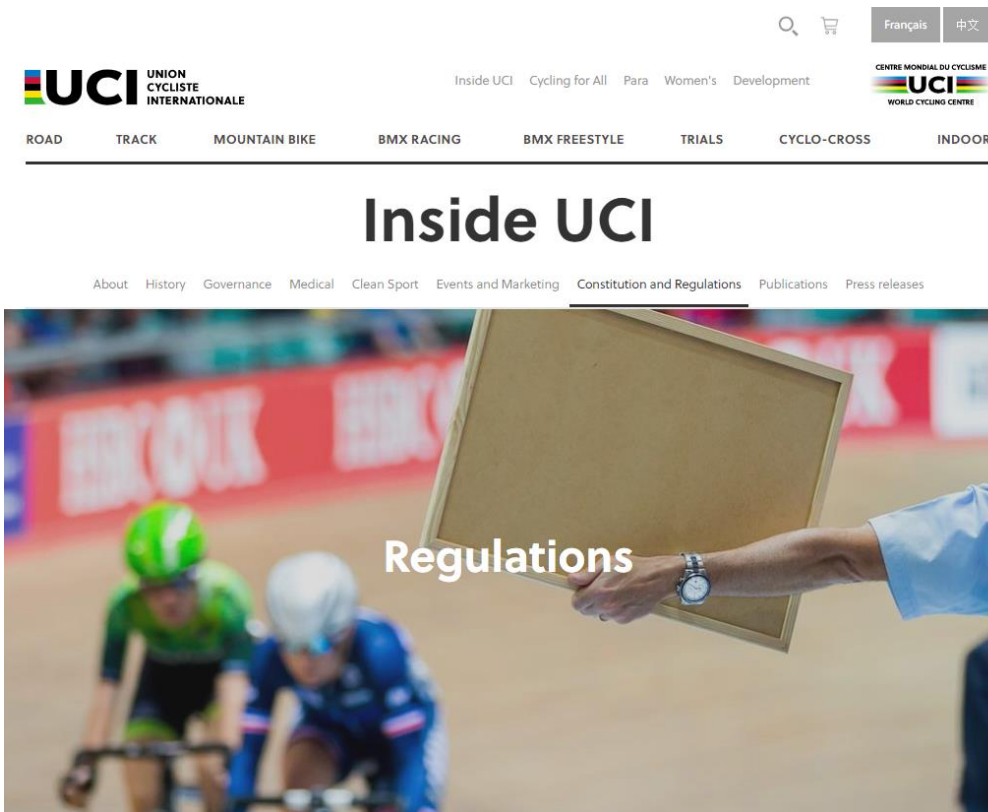
Water supply shall be foreseen in the infield, as people working during the competitions are most of the time unable to leave their position before the end.

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)



# 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 cycling 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 cycling 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		
1bike 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)		
40 foam pads (not slippery) (volunteers to put on/out on due time)		
Commissaires' flags (2x red, 2x green and 2x 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>		
6 chairs (on both sides)		

## 19.3 COMMISSAIRE TASK GRID

UCI Track World Cup - example of COMMISSAIRE TASK GRID												
Position	Team Sprint	Flying 200m	Kilo/ 500m	Sprint	Keirin	Team Pursuit	Individual Pursuit	Points Race	Elimination	Scratch	Tempo	Madison
<b>President Comm (Supervision)*</b>	PCP	PCP	PCP	PCP	PCP	PCP	PCP	PCP	PCP	PCP	PCP	PCP
<b>Starter</b>	UCI 1	UCI 1	UCI 1	UCI 1	UCI 1	UCI 1	UCI 1	UCI 1	UCI 1	UCI 1	UCI 1	UCI 1
<i>Assistant Starter</i>	NAT 1	NAT 1	NAT 1	NAT 1	NAT 1	NAT 1	NAT 1	NAT 1	NAT 1	NAT 1	NAT 1	NAT 1
<b>Judge Referee*</b>				UCI 2	UCI 2			UCI 2	UCI 2	UCI 2	UCI 2	UCI 2
<b>Secretary</b>	UCI 3	UCI 3	UCI 3	UCI 3	UCI 3	UCI 3	UCI 3	UCI 3	UCI 3	UCI 3	UCI 3	UCI 3
<i>Assistant Secretary</i>	NAT 2	NAT 2	NAT 2	NAT 2	NAT 2	NAT 2	NAT 2	NAT 2	NAT 2	NAT 2	NAT 2	NAT 2
<u>Chief Judge</u>				NAT 3	NAT 3			NAT 3	NAT 3	NAT 3	NAT 3	NAT 3
<i>Assistant Judges (incl lost laps)</i>				NAT 4	NAT 4			NAT 4	NAT 4	NAT 4	NAT 4	NAT 4
<u>Points Tally Sheet</u>								NAT 5		NAT 5	NAT 5	NAT 5
<u>Scorer (laps up/down)</u>								NAT 6		NAT 6	NAT 6	NAT 6
<i>Timekeeper (Frontstraight)</i>	NAT 7	NAT 7	NAT 7	NAT 7	NAT 7	NAT 7	NAT 7	NAT 7	NAT 7	NAT 7	NAT 7	NAT 7
<i>Timekeeper (Backstraight)</i>	NAT 8	NAT 8	NAT 8	NAT 8	NAT 8	NAT 8	NAT 8	NAT 8	NAT 8	NAT 8	NAT 8	NAT 8
<i>Corner 1</i>			OC	NAT 9	NAT 9	OC	OC	NAT 9	NAT 9	NAT 9	NAT 9	NAT 9
<i>Corner 2</i>			OC	NAT 10	NAT 10	OC	OC	NAT 10	NAT 10	NAT 10	NAT 10	NAT 10
<u>Backstraight</u>				UCI 4	UCI 4							
<i>Pit</i>								UCI 4	UCI 4	UCI 4	UCI 4	UCI 4
<i>Corner 3</i>		OC	OC	NAT 11	NAT 11	OC	OC	NAT 11	NAT 11	NAT 11	NAT 11	NAT 11
<i>Corner 4</i>		OC	OC	NAT 12	NAT 12	OC	OC	NAT 12	NAT 12	NAT 12	NAT 12	NAT 12
<i>Bike Measurement (Frontstraight)</i>	NAT 13	NAT 13	NAT 13	NAT 13	NAT 13	NAT 13	NAT 13	NAT 13	NAT 13	NAT 13	NAT 13	NAT 13
<i>Bike Measurement (Backstraight)</i>	NAT 5	NAT 5	NAT 5			NAT 5	NAT 5					
<u>Laps &amp; Bell (Frontstraight)</u>	NAT 14	NAT 14	NAT 14	NAT 14	NAT 14	NAT 14	NAT 14	NAT 14	NAT 14	NAT 14	NAT 14	NAT 14
<i>Laps &amp; Bell (Backstraight)</i>	NAT 4		NAT 4			NAT 4	NAT 4					
<i>Frontstraight Flag</i>	NAT 3		NAT 3			NAT 3	NAT 3					
<i>Backstraight Flag</i>	UCI 4		UCI 4			UCI 4	UCI 4					
<i>Holders (Frontstraight)</i>	NAT 9 & NAT 6					NAT 6, NAT 9 & NAT 13						
<i>Holders (Backstraight)</i>	NAT 5 & NAT 11					UCI 2, NAT 5 & NAT 11						
<i>Whip / Get riders at the start on time</i>	OC	OC	OC	OC	OC	OC	OC	OC	OC	OC	OC	OC
<i>Protocol</i>	PCP	PCP	PCP	PCP	PCP	PCP	PCP	PCP	PCP	PCP	PCP	PCP



### ORGANIZERS GUIDE

#### Anti-doping Controls

##### 1. Introduction

UCI International Events are submitted to anti-doping controls according to the UCI Anti-doping Rules. The Cycling Anti-Doping Foundation (CADF), entity mainly in charge of the implementation of the UCI's anti-doping program, will appoint 1 or more Doping Control Officers (DCO) depending on the discipline (please refer to CADF's confirmations).

CADF will be responsible for the cost of the DCO'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 DCO, are borne by the organizer (e.g., pick-up to and from the airport or train station, transport from the hotel to the venue, etc...). Note that the DCO may need to conduct tests outside the finish line; as such, the DCO will need to have a means of transportation available that will allow him/her to carry out his/her duties. For this, the provision to the DCO of a car (with driver or rental car) is usually the most practical solution.

The costs of the transport of the samples to an approved World Anti Doping Agency (WADA) laboratory and the analyses of these samples are also borne by the organizer.

- **Transport of samples:** you shall assist the DCO with the transport of the samples with a courier company to the WADA accredited laboratory. Transport can also be done by one of your staff member whenever possible.
- **Laboratory:** here is the list of WADA accredited laboratories around the world <https://www.wada-ama.org/en/what-we-do/science-medical/laboratories/accredited-laboratories>
- **Accreditation:** it is necessary that the DCO and the chaperons are provided with the appropriate accreditations, in order to access all areas of the venue without any restrictions.

##### 2. Doping Control Personnel

The organizer is also responsible for all practical aspects of the controls and shall provide the DCO with the following:

- **Male doctor or male nurse:** assigned solely for the anti-doping controls (please note this doctor cannot be the race doctor).
- **Female doctor or female nurse:** if the medical inspector is a male, a female doctor or nurse shall be present for female participants; if the medical inspector is a female, a male doctor or male nurse shall be present for male participants.
- **Chaperons:** one chaperon per rider to be tested (shall be of the same gender as the rider).
- **Assistant:** is required to assist the DCO before and during the event and act as the liaison with the organizer.

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### 3. Doping Control Equipment

The following material is required:

- Urine kits: (Berlinger) urine collection vessels and sealed A&B bottles – in sufficient quantities (1.5 times the number of tests planned).\*
- Partial sample kits: (Berlinger) 1.5 times the number of tests planned.\*

The contact details of the company Berlinger where the organizer can order the urine and partial kits are the following:



Pascale Keller, Customer Relation Manager

Berlinger Special AG  
Mitteldorfstrasse 2  
CH-9608 Ganterschwil  
Switzerland

tel +41 (71) 982 88 22  
fax +41 (71) 982 88 39  
[pascale.keller@berlinger.com](mailto:pascale.keller@berlinger.com)  
[www.berlinger.ch](http://www.berlinger.ch)

*See Appendix 1 for more details*

- CADF forms: anti-doping forms, in-competition notification forms, chain of custody forms, supplementary report forms (2 times the number of tests planned). These forms will be provided by the CADF DCO.
- Sign posts for direction from finish line to doping control station. A rider must be able to find the doping control station on his/her own.

\* To find out the number of tests required please refer to the instructions of CADF.

### 4. Doping Control Station

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 organizer 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 heated, large enough, solely used for anti-doping purposes and shall include three separate areas: a waiting room, lavatories for the passing of the sample, and processing area where the DCOs, the Doctor/Nurse and the rider can complete and sign the necessary forms:

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

- Ventilation or open window
- Sealed and refrigerated drinks – Mineral water, soft drinks
- Comfortable seats (10)

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- Table
- TV (for DCO to see results and select riders for testing)
- Rubbish bin (garbage can)

#### 2. Lavatories:

- Toilets
- Large enough to accommodate the Doctor (nurse) 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 Doctor (nurse)

#### 3. Processing Areas - Administration room

- Ventilation or open window
- Desk
- Chairs (4)
- Communication system (telephone and/or radio)
- 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)

#### **Note: 1 processing room and 1 lavatory are necessary per DCO**

*See Appendix 2 for more details.*

The CADF In-Competition Testing Coordinator will also notify your National Federation. But, we would like to remind you that you have to contact your National Federation, as it is their responsibility to assist you with the practical aspects of the organization of the post-competition controls, and therefore of the obligations mentioned above.

#### **5. General Information**

- A certain amount of controls will be conducted under the 2015 Anti-Doping Rules of the UCI and CADF procedures and instructions.
- Riders selected for anti-doping can be identified on a list by their race number or their ranking. If applicable, the list will be posted at the finish line and at the entrance of the doping control station immediately after the race.
- The riders selected for the controls will be notified by a chaperon; the notified rider shall remain within sight of the chaperon at all times from the moment of in-person notification until the completion of the sample collection procedure. Team officials should not prevent the chaperon to continuously observe the rider. Should no chaperone be present, the rider shall proceed immediately to the doping control station. The absence of a chaperone shall not excuse the rider for not reporting in time to the doping control station.
- Each rider to be tested must present himself at the doping control station as soon as possible and at the latest within 30 (thirty) minutes of finishing the race. If a rider takes

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part in an official ceremony or attends a press conference, the deadline shall be 30 (thirty) minutes of the end of the ceremony or the moment that his presence is no longer required at the press conference, whichever is the latest. Riders that have abandoned the race shall proceed immediately to the doping control station.

- It is very important that all riders who undergo testing bring their current licenses along with them to the doping control station (if the license has no picture, another form of photo ID will be accepted).
- Even if there are chaperons present, ultimately it is the rider's responsibility to check if they have been selected for anti-doping controls.

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

Angeline Turin  
In-Competition Testing Coordinator  
Cycling Anti-Doping Foundation (CADF)  
CH - 1860 Aigle  
Tel : +41 24 468 59 05  
Fax : +41 24 468 59 14  
[angeline.turin@cadf.ch](mailto:angeline.turin@cadf.ch)

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## APPENDIX 1 – ANNEXE 1

### Berlinger kits

#### 1. Urine collection vessel and Bereg kit A&B bottles - Récipient de collecte d'urine et bouteilles A&B

**BEREG-KIT full set with collection vessels – avec récipient de collecte**



#### 2. Partial samples -Echantillons partiels

Version: **Italy**



Version: **1**



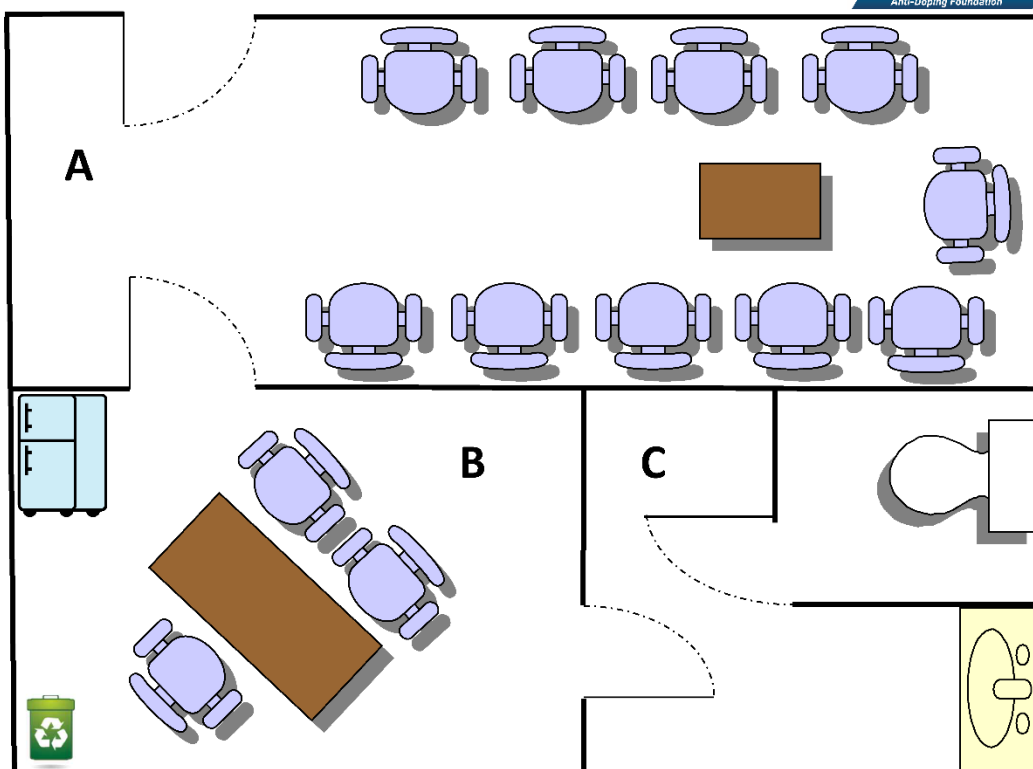
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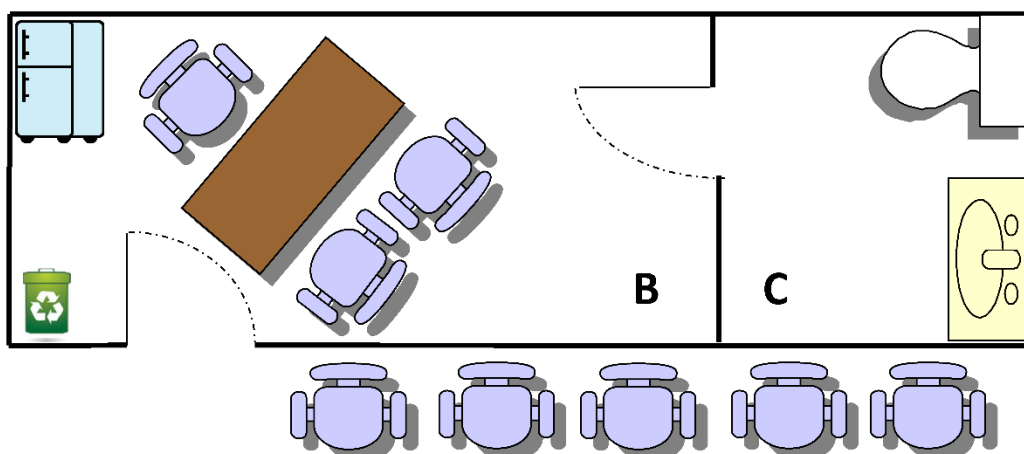
 **berlingerspecial**  
feel safe

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APPENDIX 2 – ANNEXE 2



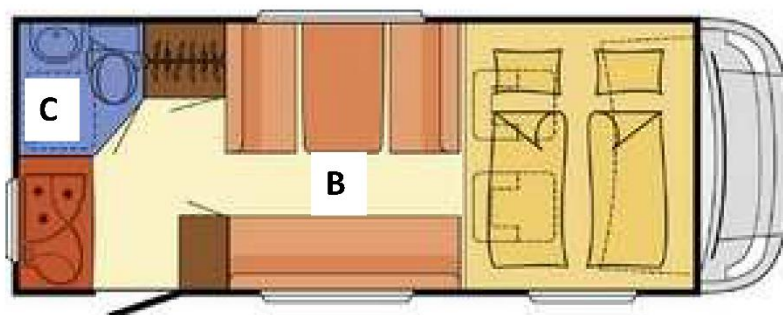
**A:** Waiting Room – Salle d’attente  
**B:** Processing Room – Zone de Contrôle \*  
**C:** Lavatory – Toilettes \*



\* When more than one DCO is designated - 2 B (processing rooms) and 2 C (lavatories) are necessary -  
\* Lorsque plus d'un ACD est désigné – 2 B (zones de contrôle) et 2 C (toilettes) sont nécessaires

## APPENDIX 2 – ANNEXE 2

### Camper Van – Camping Car



- A:** Waiting Room – Salle d’attente
- B:** Processing Room – Zone de Contrôle\*
- C:** Lavatory – Toilettes\*



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\* When more than one DCO is designated - 2 B (processing rooms) and 2 C (lavatories) are necessary -  
\* Lorsque plus d'un ACD est désigné – 2 B (zones de contrôle) et 2 C (toilettes) sont nécessaires

## APPENDIX 2 – ANNEXE 2

### Truck – Camion



- A:** Waiting Room – Salle d'attente
- B:** Processing Room – Zone de Contrôle\*
- C:** Lavatory – Toilettes\*



**A**



**B**

**C**

---

\* When more than one DCO is designated - 2 B (processing rooms) and 2 C (lavatories) are necessary -  
\* Lorsque plus d'un ACD est désigné – 2 B (zones de contrôle) et 2 C (toilettes) sont nécessaires

## 19.5 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 of Publications under **Documentation for organisers** and **Guide for UCI Commissaires here:** [www.uci.org/inside-uci/publications](http://www.uci.org/inside-uci/publications)

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