

Organizing Road Events (version 1)
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This documents serves as a guide for how to put on road cycling events. As with any event, USA Cycling is there to help you make your event successful. Questions on how to permit can be directed to Miles Crumley at milescrumley@gmail.com. Good Luck with your events.

The following is a short checklist of things you will need to put on a successful event:

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|-------------------------------------|---------------|
| 1. Appointing an event coordinator | 5. Expenses |
| 2. Local and State Road Use permits | 6. Volunteers |
| 3. USAC Permitting Process | 7. Housing |
| 4. Equipment | 8. Legacy |

1 Appointing an event coordinator

Every event that is permitted for competition will need one person in charge of the entire event. While a group of people usually plans the entire event, one person will need to be “in charge” of everything on the day of competition. From experience, the event coordinator will most likely not be able to compete while the event is underway. Even the most well planned events are subject to go awry at a moment’s notice. After the event coordinator is appointed a committee should be formed to help plan the event; planning an event requires a substantial amount of time and the tasks should be delegated to several people to ensure its success.

2 Local and State Road Use Permits

The recommended timeline for putting on an event is as follows:

- 6 months prior to date of event - Find a Course. Think of the course from a racers perspective. When a racer arrives at an event, what will they look for?
 - Parking
 - Registration
 - Port-o-lets
 - Start area

The Course:

- How technical is it?

- What is the profile/terrain?
- Where is the pit?
- What kind of closure is there? (criterium: complete closure; road race: closed to traffic, rolling enclosure, or centerline enforced)
- Is the road course a circuit with laps or is it point-to-point?
- Where is the finish line?
- Is there complete road closure for the final 200 meters?

Other things to consider:

- Will there be lead and follow vehicles? Who is driving them, and how many? Where will they be staged?
- Where is neutral support and what are the rules for support? Where will they be staged?
- Where is medical services/first aid?
- Have volunteers filled out the volunteer waivers?

(stolen from USAC officials upgrade manual)

- 3 months prior to date of event - Review the course with a licensed USAC official or experienced rider
- 2 months prior to date of event - Apply for road use permits

Putting on an event that uses any roads requires the road owners permission. For most of the races in the NWCCC, you will need permission from the state, county(-ies), and other municipalities the course goes through. While some agencies will give a written allowance to use the roads, many require a formal permit. Applications for permits should be submitted as early as possible. Communication with agencies regarding your event is the key to success.

One component of using the roads will be the requirement to inform the public at large of the event while it is underway. This is done by putting up road use signs that mark the beginning and ends of the course. Guidelines for where signage will need to be installed can be found here: <http://www.wsdot.wa.gov/Publications/Manuals/M3050.htm>. Some state agencies will require you to submit a traffic plan to them so that they can best advise on where to place signage for the course. The traffic plan will also determine how many volunteer flaggers will be necessary for the event. In other instances the use of certified flaggers and/or peace officers may be necessary. Please note that use of state and federal highways will *require* you to follow DOT guidelines.

3 USAC Permitting Process

In order for the event to be recognized by USAC, you have to apply for a permit from them. USAC highly recommends that event promoters apply for this permit using the online web form. Processing “paper” applications will incur an additional fee. The form to submit a permit online can be found on the right side of all recognized club leaders’ USAC accounts. If you cannot see this page, contact Jeffrey Hansen at jhansen@usacycling.org to be added as a team leader.

When submitting the permit application, you will be asked to include all “additional insured” entities to the permit. It is **HIGHLY** recommended that you include all other permit issuing bodies, the school, and any other person(s) that are providing use for your event. You will also be required to submit a competitive event checklist, a medical plan, and a draft event flyer.

All event flyers should have the following pieces of information:

- Date and Location of the event. Maps of the courses are good.
- The phrase “Held under USA Cycling Event Permit” some where on the flyer.
- List of races and which categories are eligible for each event.
- Entry fees for each type of race
- Order of events and starting time of each
- Time and Location for registration
- Any special information about the venue such as where to park and costs to do so (if any). When selecting staging locations, keep in mind that cycling teams tend to show up with lots of “stuff”; most teams prefer not to warm up next to the fog-line.

All event flyers must be advertised 30 days *prior* to the date of the event.

4 Equipment

Putting on a race will also require a lot of equipment. This includes road signs, vehicle signs, flashing lights, radios, etc. Your permitting agency will tell you what is required based on your event.

Possible sources of equipment includes local bike racing association (e.g. WSBA, OBRA, SWICA, MBRA) as well as local parks and recreation organizations, and other event organizers (think other sports that compete on roads). One way to build rapport with these organizations is to offer to volunteer at their events. This can help keep the overall cost to put your event on low.

5 Expenses

Be sure to keep track of all of the expenses your race will incur:

- The cost of officials is something that many people forget to budget for prior to the event. You will need the following officials:
 - Chief Referee (\$80 per day)
 - Chief Judge (\$60 per day)
 - Assistant Referee (\$50 per day)
 - Assistant Judge (\$50 per day)

You should plan for one official at the finish line and one official with every field on the road. Each official will also require **two** meals per day or \$25 per day in expenses. Transportation to and from the event is billed at \$0.46 per mile roundtrip per official. Officials from out of your local area will also need lodging. As with any event, be sure to have all of the necessary paperwork ahead of time so that people can be paid in a timely manner. Nothing is more frustrating than realizing that you can't be paid because of a missing W9 form.

- Police Support and Medical Support, if used, will incur a fee as well. Be respectful of their time; police officers and medical personnel charge time-and-a-half for use of their services and are very strict about leaving exactly when their schedule to leave. Make sure your event runs on time!
- Equipment rental will vary based on where you get the equipment from.
- Insurance surcharges from USAC is \$3.00 per rider per day and the NWCCC charges \$1.00 per rider per day.

6 Volunteers

No event can be successful without volunteers. Plan for volunteer drivers and cars. Each field should ideally have three vehicles (lead-official-follow/support). If a shortage of vehicles exists, it is not unreasonable to combine the official with the support vehicle. Make sure that each vehicle is in proper running condition, has working 4-way hazard lights, and headlights.

Additionally, based on the traffic plan submitted for the road permit, you will need corner marshals and flaggers to stop traffic when the race approaches a corner. Be sure to determine whether you will need certified flaggers or volunteers for your event. Lastly, you will need 2-3 people to help with registration at the start of the event.

It is best to collect as many volunteers as possible. You can never have too many volunteers but often you won't have enough. One way to gather volunteers for your event is to volunteer at someone else's!

7 Housing

As a courtesy to teams that are traveling to your event, we highly recommend that you identify potential places for teams to stay. Our conference has teams that vary in size from two to three riders into the twenties. The care and thoughtfulness that is put into finding home stays for others will be extended to your team when they travel to an event elsewhere.

8 Day of Event

In dealing with the public, especially when citizens are frustrated, remember that people only want to know how they can *not* be inconvenienced any longer. Most people are reasonable if they are given a reasonable solution. Avoid unnecessarily long delays. Avoid long drawn out conversations. Provide clear instructions to angry citizens as to where they can go to further avoid the inconvenience.

9 Legacy

One of the drawbacks we face as collegiate cycling event promoters is the continual turnover of race organizers. To combat this, the event promoter should keep detailed notes about potential courses, conversations with different stakeholders, and other pieces of information that can help with planning future events. Make notes of where to find equipment, sources and quality of volunteers, and potential hosts. At the conclusion of the event, have a discussion with the planning committee and review what worked and what did not work; keep notes and turn submit these notes to future event promoters. One suggestion to maintain a legacy is to use a notebook for planning of the entire event which is then turned over to the next event promoter. This will ensure that all of the details are passed along and a progression of events can be reviewed.

Lastly, it goes without saying, put acknowledge those that helped to put your event on, from citizens and volunteers, to the various permitting agencies. The better a relationship your club builds with others the easier it will be for all event promoters to host more events, ultimately growing the sport.

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