



The National Controlling Body
for Cycling Time Trials
London West District Council

Event Promoter's Guide

(to be read in conjunction with
Cycling Time Trials Regulations,
in particular, Regulation 26)

April 2011

FOREWORD

The purpose of this guide is to assist club event organisers to promote successful events under the regulations of Cycling Time Trials.

You need to be familiar with Cycling Time Trials Rules and Regulations. These are defined in the Cycling Time Trials Handbook that is published in January of each year. To obtain a copy log on to the CTT web site: ctt.org.uk

All event organisers should obviously make a point of reading the section 'Duties of Promoting Secretaries' contained within the Cycling Time Trials handbook. In addition they should familiarise themselves with the Regulations. The responsibility for an event is the promoting club's.

Should you have any queries, the District Committee is there to help.

This guide has been produced on behalf of the London West District Committee. It supplements, but does not replace, the "Duties of Promoting Secretaries" and the Regulations contained within the Cycling Time Trials Handbook. If you have any comments, corrections or suggestions for additional content please contact the London West District Secretary.

You will probably be aware that the Road Time Trials Council (RTTC) was dissolved on Sunday 1st December 2002 following transfer to Cycling Time Trials. One of the main reasons for changing to a Company Limited by Guarantee was to protect those involved with the organisation of the sport. Therefore it is most important that all correspondence to do with the organisation of an event is carried out on the appropriate Company stationery. As this is a new Company, cheques must now be made payable to CTT.

District Secretary

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RULES AND REGULATIONS

There are several sources of rules and regulations that an event promoter needs to be aware of:

M.o.T. Regulations Relating to Time Trials

STATUTORY INSTRUMENTS

1960 No. 250

Road Traffic and Vehicles England & Wales

(otherwise known as "The Cycle Racing on Highways Regulations, 1960")

An extract can be found in the Cycling Time Trials Handbook

Cycling Time Trials Rules and Regulations

Published in the Cycling Time Trials Handbook

London West District Local Regulations

Included in the formal Course Specification

Although it is intended that this guide should be accurate, in the event of any conflict between this text and those listed above, the texts listed above take precedence in the order listed.

SELECTING AN EVENT

In August of each year the District Secretary will invite clubs to apply to promote events during the following year. Applying to promote an event requires that a form is completed that defines the date of the event, course, distance, entry fee, start time, name of promoting club or association, event secretary's details and listing the categories of rider that can enter the event. The application will also need to state if there are any special conditions relating to the event or if the event has a non-standard closing date. The event applications need to be returned to the District Secretary early in September.

On or before the 1st of October the District Secretary will arrange a Date Fixing Meeting to which all clubs are invited. It is customary for this meeting to form part of the Annual General Meeting. It is at this meeting that the programme for the following season is confirmed. It is very important that any club that intends to organise an event is represented at this meeting to ensure the event is included in the following year's event programme.

Once approved, events are submitted to the National Secretary (Competitions & Records) for inclusion in the Cycling Time Trials Handbook.

PREPARATIONS FOR THE EVENT

Preparation for your event is one of the most important aspects of a successful promotion. The following items will assist you to ensure that your event is promoted in accordance with the Cycling Time Trials Rules and Regulations.

CHECKING THE EVENT DETAILS

Very soon after the Date Fixing Meeting, each event secretary is sent confirmation of their event details. It is vital that you check these details at this stage as the details listed are those that will be published in the Cycling Time Trials Handbook. Once the District Secretary has sent the details to the Assistant National Secretary (Competitions & Developments), no changes can be made to the event details.

Therefore, any corrections must be notified to the District Secretary immediately.

THE HEADQUARTERS

London West District Local Regulations require that all Open, Semi-Open and Association events provide a Headquarters with flushing toilet facilities. You are advised to book the Headquarters for your event as soon as you receive confirmation of your event's details.

PROMOTERS PACK

At least eight weeks before your event, you will receive a Promoter's Pack from the District Secretary. This pack contains all the paperwork needed to organise the event.

POLICE NOTIFICATION FORMS

The Law (as defined in the Cycle Racing on Highways Regulations, 1960) and the Cycling Time Trials Regulations require that a Notice of proposed Cycling Time Trials is sent to the Chief Constable of each Police Constabulary through which the course passes. These forms are most commonly known as Police Notification Forms. The Cycling Time Trials Regulations also require that a copy of the form must be sent to the District Secretary.

In 2006, with the co-operation of Surrey, Hampshire and Thames Valley Constabularies, London West introduced a system of *Bulk Notification for Cycling Time Trials*. The District Secretary arranges for the production of two booklets, one containing details of all type A (Open) events in the District, together with details of each promoter and of the courses to be used for those events, the other containing details of all type B (Club) events; this containing details of each clubs' official responsible for its events, together with the courses to be used. The booklets replaced the necessity for individual submission of Police Notification forms. **However, any changes to those details requires the submission of the notification form which should be done via the District Secretary.**

Promoters should be aware that the submission of the Police Notification Form is not to ask for permission to run the event—it is to inform the Police that the event is being held under The Cycle Racing on Highways Regulations, 1960.

Compliance with the requirement to notify the Police of an event is fundamental to the way in which time trials are treated in law. Should the police not be notified in sufficient time, they then have the power to refuse permission to run the event or can impose conditions.

TIMEKEEPERS

All Open, Semi-Open and Association events must use timekeepers that have been approved by a Cycling Time Trials District. An Approved Timekeeper must be appointed to officiate at the event finish. Either an Approved Timekeeper or an Approved Assistant Timekeeper must be appointed to officiate at the start point.

Lists of Timekeepers and Assistant Timekeepers approved by London West District are on the District website www.londonwest.timetrials.com

Event Secretaries should offer to pay the timekeeper's expenses.

HANDICAPPERS

If your event is to include a handicap award, you will need to make arrangements for an Approved Handicapper to handicap the field. A list of qualified handicappers approved by London West District can be found on the District website www.londonwest.timetrials.com

Alternatively you can make use of the Cycling Time Trials Handicapping table that is published in the Cycling Time Trials Guidance Note No. 2.

These are the only two methods of handicapping that are permissible under Cycling Time Trials Regulations.

THE COURSE

If you have used the course in previous years, check that this agrees with the Course Specification provided. You must use the course as specified on the Course Specification unless a dispensation has been issued, in writing, by the District Committee.

Before the day of the event, preferably the previous day, the course should be checked to ensure there are no obstructions such as roadworks. The position of the start and the finish must be confirmed and, if possible, marked. **The event organiser is responsible for ensuring the correct start and finish points are used—do not rely on the timekeeper.**

Any queries about the course specification should be addressed to the District Secretary.

MARSHALS

You should appoint marshals to indicate direction for riders. The positions where marshals are to be posted are defined on the Course Specification. You should instruct marshals that their role is to indicate direction. Marshals must not interfere with the flow of traffic. Marshals should be issued with fluorescent tabards (usually orange or yellow). This allows riders to see them more clearly and better indicates to other road users that an event is in progress.

OBSERVERS

You should appoint one or more observers to ensure that riders who ride in a manner that endangers themselves or others are identified. If an observer witnesses dangerous riding he/she should report the incident to the Event Secretary. The Event Secretary should, in consultation with the promoting club's committee determine whether the rider should be issued with a warning letter, or whether the incident should be reported to the District Committee for action. Consult the District Secretary if further advice is required.

TRAFFIC COUNTS

The Secretary may request that a traffic count is conducted during your event. In this case, you must also appoint someone who can carry out this activity.

If you are unable to carry out the traffic count, you must inform the Secretary, giving as much notice as possible so that alternative arrangements can be made.

You should be aware that events can only be promoted on courses where traffic counts have been carried out and where those counts are within the limits stipulated by the National Committee. Any failure to carry out a traffic count will put

the use of that course in jeopardy. You also need to be aware that Cycling Time Trials has implemented Formal Risk Assessment of all its courses. The Traffic Count figures are required for the risk assessments.

Cancellations and Alterations

Before a club takes the decision to cancel an event it must seek the approval of the District Secretary or Chairman. If it becomes necessary to consider cancelling an event, you must contact the District Secretary or District Chairman to discuss the circumstances. The Regulations stipulate that events shall not be cancelled without the explicit authority of the District Secretary or Chairman except in an emergency where it is impractical to do so (such as at the start of the event). In particular, the lack of entries is not sufficient reason for an event to be cancelled. Where an event is cancelled, you must send full details of the circumstances to the District Secretary in writing within seven days of the cancellation. All circumstances leading to event cancellations will be considered by the District Committee. Cancellation of an event without good reason is considered a breach of Cycling Time Trials Regulations. The District Committee will take disciplinary action when a regulation is breached.

CLOSING NIGHT

Who can Ride in an event?

Entry is restricted to the classes of riders specified in the event details in the Cycling Time Trials Handbook.

Only riders listed on the start sheet may ride the event. To be eligible to ride, a valid entry form must have been received from competitors who are:

- (a) members of clubs directly affiliated to the Company, or
- (b) members of Cycling Time Trials Headquarters' Club, or
- (c) first claim members of clubs affiliated to the Scottish Cyclists Union (SCU),
or
- (d) members of overseas clubs affiliated through their National Governing Body to the Union Cycliste Internationale (UCI). (All overseas riders must present their current racing licence or membership card prior to starting).

The minimum age for competitors when competing on a solo machine is 12 years. Riders under the age of 18 years may only compete if the written consent of their parent or guardian is included with their entry form and this consent must be given on the Cycling Time Trials Parental Consent form.

Note: Private time trials are NOT permitted in Open, Semi-Open or Association (Type A) events. All riders MUST have submitted an entry on the standard entry form before the event closing date.

Each entrant's form should be checked to ensure it is completed correctly; particular attention should be paid to whether it is signed and that the signature is not a photocopy. It is important that the correct entry form has been used. The only valid entry form is the Cycling Time Trials Entry form dated January 2007.

Where not using a computer program, the forms should be sorted into order of fastest or in the order of selection otherwise designated. If more than the permitted number of *120 entrants have been received, rejections may be made at this stage. However, if the event qualifies for the BBAR, 20% of spaces must be reserved for

women. If the entry exceeds *120 and the event has been listed as accepting reserves, choose the first fifteen riders who have marked the space indicating they would be willing to be a reserve and who have missed qualifying. Other rejections should be returned immediately, **using first class post**. (A courteous note enclosed with the returned entry helps to alleviate distress.)

**With the prior approval of the District Committee, the maximum may be increased to 150.*

Certain courses in the District require that the field is set out in a non-standard way. If this is necessary, it will be stated on the Course Specification.

If the event is to be handicapped by an approved handicapper, he or she is normally willing to 'lay-out' the field should it be required, otherwise, the field may then be set in the approved manner, taking note of the special requirements mentioned above. One other point on field placing; it is recommended that women riders be placed as close together as the rules of field placing allow.

Should you be using a computer program, such as 'Timetr' as devised by Mick Fountain, the order of start is arranged automatically, including the non-standard format mentioned above. 'Timetr' will also arrange the handicapping using the Cycling Time Trials tables should it be required.

Certain precepts apply when it comes to laying out the field. Most organisers are aware of these but a Guidance Note is available on request. You must not place members of the same club next to each other on the order of start. To ensure fairness of competition the National Committee recommends that all women in BBAR events should be loosely grouped towards centre of the field. The Cycling Time Trials' "Duties of Promoting Secretaries" recommends that the first rider is a member of the promoting club.

START SHEETS

Note: The advent of emails will in time allow for the entry to events and the distribution of start and result sheets by email; this is not yet accepted practice, although promoters may wish to give competitors advance notice of start and result. However, you should send a copy, preferably in Excel to startsheets@cyclingt看metrials.org.uk

Having completed the field layout, by whichever method, the start sheet has now to be prepared.

In addition to listing the accepted entrants in their number order, if the event includes reserve riders, those riders are listed at the end of the field, numbered successively. **Reserve riders must use the number shown on the start sheet, not that of the rider they are replacing.**

The name and address of the organiser, the name of the timekeeper(s) and handicapper (where applicable), has to be included. Course details, location of event headquarters and District Regulations must also be included. It is also necessary to ensure that all women riders are indicated on the start sheet by the letter 'W'.

It is a District Regulation that numbers have to be issued from the event headquarters but it might be considered advisable to include mention of that fact.

To complete the job, after printing, address the envelopes ('Timetr' does this too!) and post them, **using first class postage**.

Those promotions listed as qualifying for the BBAR must also provide a copy of the start sheet to the National Secretary (Competitions & Records), who will send the necessary paperwork before the event.

The start sheet must also state that the event is being run *"For and on behalf of Cycling Time Trials under their Rules and Regulations"*.

RESULT BOARD

An essential part of any time trial is the Result Board. It is the focal point during and at the conclusion of the event. If you wish to promote in keeping with the standards to which riders in London West are accustomed, you should pay attention to the Result Board. With the facilities open to the modern day event secretary, it is comparatively cheap to have the relevant section of the start sheet enlarged to a size that will do justice to the times which are to be posted. Should you require further advice on this, have a word with the District Secretary.

ON THE DAY

ITEMS TO TAKE WITH YOU ON THE DAY

Entry Forms

Spare copies of Start Sheet

Signs

including chequered board for the finishing point, indicating that an event is in progress

Numbers

must be prominently displayed on a fluorescent or reflective background and be at least 20 cm x 20 cm in size

Marshal Tabards

should be fluorescent orange or yellow

Result Board

for displaying the riders' times

Toilet Roll

as the venue will often run out.

SIGNING ON AND ISSUE OF NUMBERS

The competitors in all types of events must make themselves aware of any special safety instructions for the event and sign the Official Signing-on Sheet when collecting their number. Therefore please make arrangements to ensure that riders are provided with any special safety instructions at the signing-on point. District Regulations make it obligatory to issue numbers from the event headquarters.

Some courses within the District require that riders be issued with arm number that are to be worn in addition to the main body number. Riders should be reminded that the arm numbers are mandatory and not an optional extra.

REFRESHMENTS

The provision of refreshments at the headquarters is at the discretion of the promoting organisation.

EVENT SAFETY

In some circumstances it may be necessary to postpone or cancel an event on the day. Examples of where an event may need to be cancelled are:

Adverse weather conditions
Roadworks on the course that require traffic control
Exceptional traffic conditions (perhaps due to a diversion from a major road, or a local event taking place).

In the case of poor visibility you may wish to postpone the start of the event for up to one hour to give time for visibility to improve. However after this you would need to cancel the event.

Entry fees are not returnable if the event is cancelled in these circumstances. However the organiser should contact the District Secretary to make arrangements to re-run the event.

REPORTING ACCIDENTS

Thankfully, accidents in time trials are relatively rare. However, if an accident should occur immediately prior to, during or immediately after an event, you must make a report of the details.

You must report an accident where a competitor or an event official is involved and where the accident occurred during or in the vicinity of the event which either:

- (a) resulted in personal injury; or
- (b) involved a third party; or
- (c) is reported to the police.

The District Secretary must be contacted immediately so that an Accident Report Form can be sent. The Event organiser is required to ensure that a full report is submitted within fourteen days of the accident to the National Secretary and the appropriate District Secretary.

All accidents involving serious injury or death must be reported to the National Secretary immediately it is practical to do so.

The District committee is required to review all accident reports and determine what, if any, action is necessary.

AFTER THE EVENT

FINISHED—ALMOST!

PUBLICITY

Once the event is over, it is not wise to sink back into obscurity. Tired though you may be, collate the results then Email them to results@cyclingtonetrials.org.uk

Levy

A levy of £2.00 is payable for each rider listed on the start sheet. This levy must be received by the District Treasurer within seven days of the event. The cheque for the levy must be made payable to "CTT" and is to be accompanied by a copy of the start sheet. This start sheet should also be signed by the Event Secretary to confirm that the start sheet is an accurate record of all riders accepted to ride the event. Note this is an additional copy of the start sheet for the use of the Treasurer. This is separate from the one that must be sent to the District Secretary before the

event.

Note: No levy is payable for reserve riders.

RESULT SHEET

Prepare the result sheets for the printer, get them back as soon as you can and post them off – second class mail is permissible.

The name and address of the organiser, the name of the timekeeper(s) and handicapper (where applicable), has to be included. It is also necessary to ensure that all women riders are indicated on the start sheet by the letter 'W'.

Don't forget a copy to the District Secretary and, if the event is a BBAR event, an additional copy to the National Secretary (Competitions & Development).

Now you can relax – a job well done!

USEFUL CONTACTS

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