

League of Veteran Racing Cyclists

Established 1986

Objectives of the LVRC: the provision of a programme of competitive and social cycling events for male and female members of 40 and over.



Guidelines for Road Race Organisers

(these guidelines do not supersede the rules and recommendations printed in the current handbook)

IMPORTANT NEW RECOMMENDATIONS

All races to have race distance of approximately 2 hours

The number of starters should determine the mix of age groups

No race should have less than 20 riders

Ideal field size is 20 – 30 riders

Minimum value of prize list should be stated in the programme

Risk Assessment from MUST be completed

New signing on sheet with important disclaimers MUST be used

First Aid cover is MANDATORY

Race organisers must complete event accounts including balance sheet

- 1 All printed documents relating to the race e.g. promotional information, start sheets, result sheets etc **must** contain the statement '**Under the rules of the League of Veteran Racing Cyclists**'.
- 2 Race Organisers must complete a **Race Application Form** which should be forwarded to their Regional Event Co-ordinator. The Regional Event Organiser will vet the application and forward it with the fee to the National Events Co-ordinator. The National Event Organiser will organise the national race calendar and try to ensure that events within geographic areas do not clash. He also allocates the National Championship Events.
- 3 To ensure inclusion in the Handbook the Race Application Form must be received by the Regional Event Co-ordinator by end of October (it is not necessary to have police permission at this stage). If the organiser wishes to make any special conditions e.g. no entries on the line (EOL) or non-standard entry fee then this should be noted on the Race Application Form.
- 4 Under the Cycle Racing on Highways Regulations the circuit should be at least 10 miles but it is possible, depending on the police, to obtain permission for a shorter circuit. The course should not include more than one and half miles in a 40 mph (or less) limit stretch of road. The regulations also state that there is a maximum of 80 riders. Provided that there is no police objection, two or more races may be run concurrently.
- 5 Prior to definitely deciding on the course you should ride round it noting where marshals will be required, where the possible hazardous parts are and where roadside cautionary notices should be placed to warn other road users. This information should be recorded on Course Risk Assessment form. **This Risk Assessment Form should be retained in a file with other race documentation.**

- 6 Ideally, depending on the number of competitors and back-up cars available, there should be three races: one each for the 40+, 50 + and 60 +. Each race should have a minimum of 20 riders and be approximately two hours duration.
- 7 For the race headquarters, a village hall is usually ideal and if refreshments are sold this can often pay for the hire of the hall.

- 8 When the course details are finalised and race headquarters booked then an application must be made for police permission. The LVRC have a standard form but it is permissible to amend this form to include additional details/information if required. There is also a standard letter to accompany this form but again it is permissible to add additional information if required.

The form must be sent to the headquarters of each police geographic area (generally counties) which the race passes through. They must receive it at least six weeks before the race takes place but in practice it is advisable to send it at least three months prior to the race.

- 9 If the police permission letter has not been received one month before the race, then contact the police again until it is received. You should also have received from your Region a copy of the LVRC Public Liability Insurance Certificate. These documents must be retained and available for production, if necessary, at the race.

- 10 Contact the local authorities to check whether there are any road works planned for the day of the race. It is prudent to check say 2 months and 2 weeks prior to the date and this may allow time to obtain police permission for an alternative course.

- 11 Organisers are responsible for arranging a set of competent officials for their event including a Competitors' Steward in charge of signing on and Judges for the finish. There should be a lead vehicle carrying a sign 'Care Cycle Race Approaching'. Following each race there should be a vehicle carrying a Race Controller and First Aider and the vehicle should have a rear pointing sign 'Caution Cycle Race in Progress'.

Organiser should be prepared to pay any travelling expenses etc incurred by race officials.

- 12 The closing date for entries is two weeks prior to the race and it is advisable to plan out the start sheet and input the race details prior to this date. As each entry is received ensure that the form and fee is complete and correct. Collate entries for each age group including any entries who have opted for a different age group. From your draft layout have the start sheet typed/ printed.

- 13 One week prior to the race send the copies of the start sheets to:

- 1 Police Traffic Headquarters and/or Police Stations in the areas of the race route (it is not essential for the riders to be listed on the police copies).
- 2 Any horse riding establishments in the vicinity of the course.
- 3 All officials, marshals, parking marshals, refreshment organiser, helpers, first aiders, press contacts etc.
- 4 The competitors (who should have sent a stamped addressed envelope).

- 14 Prepare the 'Signing-on' Sheets – generally one for each age group (*standard LVRC forms are available*). Leave a gap of say 10 at the end of age group number series to allow for entries on the line (for 60+ a gap of 5 numbers may be sufficient). If available, different colours/styles of numbers for each race is helpful but duplicating of numbers is not recommended.

- 15 Each region should have a stock of LVRC race equipment i.e. numbers, flags, vehicle signs, marshals fluorescent slipovers, direction arrows, race signs/warnings etc. so generally there should be no need for the organiser to purchase this type of equipment. It is advisable to check over the equipment in advance of the race to ensure that it is in good order and that there are no missing numbers, sufficient safety pins etc. Do not forget the line-marking material – it can be chalk or if wet weather, scouring powder will be okay.
- 16 The organiser or a nominated Chief Marshall shall be responsible for the attendance and deployment of marshals. If possible excess marshals should be recruited to fill in for absentees or to assist with unplanned problems. The marshals must be in place at all the points indicated on the Police Notification Form and they shall be instructed on their duties and where they are to be positioned. All marshals should wear high visibility slipovers endorsed with 'Race Marshal'. Where necessary the marshals should be issued with red flags. Ideally the marshals should be LVRC members i.e. 'vets helping vets'.
- 17 Not more than two days before the race, the course should be ridden round and any unexpected obstacles, potholes, roadworks etc should be noted and the competitors should be warned of these hazards before they start the race. If possible try to gain access to the race headquarters to ensure that parking, changing/toilet/wash plus refreshment facilities are all still okay.
- 18 On the day of the race ensure the race headquarters are accessible (caretakers sometimes forget to unlock the doors) at least one and half-hours before the start. The course must be checked and routing/warning signs erected. Any known hazards must relayed to the riders. The safety of the riders is paramount and the race should be delayed or cancelled if conditions are not safe or there are likely risks. Make sure that all back-up personnel have arrived and that they understand what their function is.
- 19 Entries on the day can cause congestion in the signing-on area and it may be advisable to allocate a separate table with blank entry forms and membership forms. Entries on the line are only permitted when the maximum number of permitted riders have not sent prior entries. These entrants must be charged the additional fee. If the organiser does not wish to receive entries on the line then a note to this effect must appear in the race calendar.
- It is permissible to join the LVRC on the day of the race and the appropriate form and fee must be submitted. This form and fee must be sent to the relevant Regional Registrar as soon as possible.
- 20 Where there are concurrent races, the fastest race (normally the youngest age group) should set off first and the subsequent races start at approximately 5-minute intervals. The judges should note the time of the start in order to produce a race time (time in neutralised stretches should not be included).
- Each race should have a lead and following car. It is advisable to have mobile phones in the cars particularly the ones carrying the First Aider(s). If mobile phones are carried then a list of their numbers should be produced for all concerned.
- 21 When the riders are lined up ready to start you should remind them that they must observe the rules of the road and that the marshals are only there to point the direction. You must also give a brief outline of the circuit informing them of any possible hazards (refer to the Risk assessment Sheet) plus details of any additional hazards, obstacles, potholes etc which may have recently been discovered.

- 22 Prepare the finish by having a '1 Kilometre to Go' sign, a yellow flag at 200 metres and a black & white chequered flag at the finish line. If the race circuit passes the finish then have a lap board and a bell for the last lap. It is advisable for the judges to note what riders are in what group prior to the finish and there is a standard form for recording this. As a back up to the judges writing the positions, it is very useful for an assistant to record the numbers on a tape recorder as they cross the line. The judges should also note the times of the individual groups. There is a standard form for recording finishing positions and age groups.
- 23 Finishing sheets should be produced as soon as possible after the race as riders may have to travel a long distance home. Prizes must be awarded to at least the first in each age group and the form of prize and the number of other prizes are at the organiser's discretion. Ideally the estimated excess of income over anticipated expenditure should be distributed as prizes.
- Prizewinners not attending the prize presentation give up any claim to a prize won, except on the condition that the organiser has been notified beforehand.
- 24 A Balance Sheet plus Signing-on Sheet together with any profit from the event shall be sent to the Regional Treasurer as soon as possible. Event expenditure should include 50 pence per rider as a race levy for the region. Note that regions initially pay a £20 fee for the race to be included in the handbook. If the organiser is out of pocket from the race this should be shown on the Balance Sheet and the organiser reimbursed by the region.
- 25 The results in the format recommended by the National Results Co-ordinator should be sent to him and to *Cycling Weekly*.
- 26 Copies of signing-on and finishing sheets should be retained for 5 years. If there have been any accidents in the race then this period should be extended to 10 years.