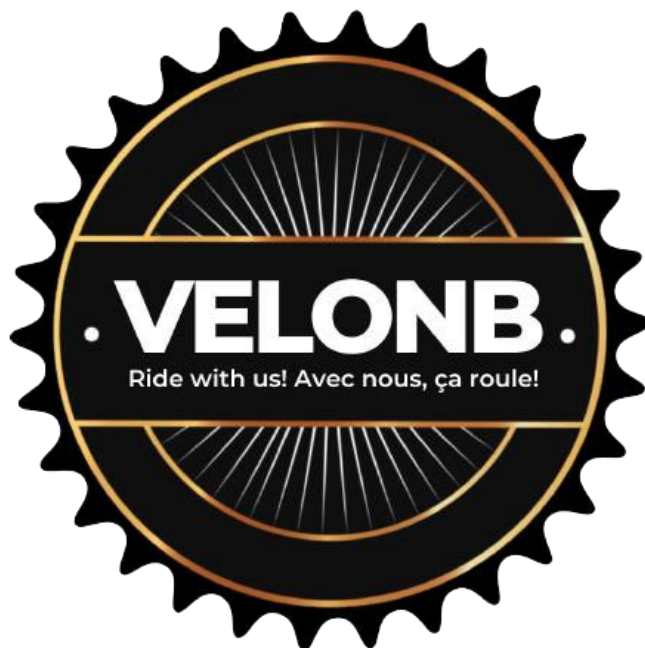




## **Velo NB Event Organizers' Guide 2026 Edition**

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## Section 1: Introduction

### Welcome to the Velo NB Organizer's Guide!

Whether you're organizing your first local mountain bike race or hosting a Provincial Championship, this guide is your step-by-step companion. It outlines the process, responsibilities, and support available through Velo NB to help make your event safe, inclusive, and successful.

This guide is designed to help organizing committees thoroughly prepare and understand their responsibilities to ensure a smooth and successful event. Velo NB is dedicated to participant safety and the delivery of well-organized events. Please consult Velo NB for the most current version of these guidelines, as updates may occur annually.

This guide is intended for:

- **New organizers** looking for clear direction
- **Experienced organizers** needing updated standards or documents
- **Clubs and communities** seeking to grow the sport locally

Velo NB is here to support you with:

- Event sanctioning and insurance
- Commissaire assignment and race oversight
- Templates, checklists, and promotional tools
- Event calendar promotion
- Post-event support and development advice

Events covered in this guide include:

- Mountain Bike (XC, Downhill, Enduro)
- Road (Road Race, Criterium, Time Trial)
- Cyclocross
- BMX
- Gravel
- And more!

**Note:** As a race organizer, you must hold at least a **Competitive Membership** with Velo NB. This can be obtained through our website [www.velonb.ca/join/](http://www.velonb.ca/join/).

If you have any questions or encounter issues related to your event, don't hesitate to contact the **Road Chair**, **Mountain Bike Chair**, or **Executive Director**. You can find their contact details on our website.

**Let's build great events, together.**

## Section 2: Quick Start Overview

This one-page checklist outlines the core steps every organizer needs to follow. Use this overview early in your planning process, then refer to the detailed sections of the guide for support at each stage.

### 1. **Decide on your event**

Choose your discipline (MTB, Road, Cyclocross, Gravel, etc.), confirm a proposed date, and select a location. Confirm that your club supports hosting the event and that you have enough volunteer capacity.

### 2. **Submit your Event Application Form**

Complete the official Velo NB Application Form and submit it with the required sanction fee.

Provincial Sanction Fee: \$200

You must also request insurance certificates if any municipalities, landowners, or sponsors require them. This step ensures your event is insured and added to the Velo NB calendar upon approval.

### 3. **Secure permissions**

Obtain written permission from the municipality, landowners, or trail managers. This is required for all race venues, whether on public or private land.

### 4. **Build your course map**

Plan your route and mark important features:

- Start/Finish area
- Feed zones
- First aid access
- Marshal locations
- Technical features or hazards

A map must be submitted with your **Event Application Form**.

### 5. **Submit your final details**

At least 6 weeks before your event, submit a detailed guide that includes:

- Course map
- Schedule
- Categories and distances
- Prize structure (if applicable)
- Volunteer and first aid plan

A template is available from Velo NB to help with this step. Some of these elements were also submitted in your application, however it is important for you and for Velo NB to revise them.

**6. Confirm first aid and communication**

Organize qualified first aid coverage and develop an Emergency Action Plan (EAP). Ensure reliable communication (radios or phones) between the organizer, first aid, and commissaires. Submit your EAP at least 2 weeks prior to the event

**7. Recruit volunteers**

Estimate how many helpers you'll need and assign key roles (registration, course setup and tear-down, marshals etc.)

**8. Coordinate with your Commissaire**

Once your event is approved, Velo NB will assign a Commissaire. They will help ensure your event runs according to national rules and safety standards. Coordinate with them before and during the event.

**9. Run your race!**

Stick to your schedule, communicate clearly with your team, and respond to any possible changes.

**10. Wrap up post-race**

Submit official results to Velo NB, send in completed waivers, pay any rider levies and pay the Commissaire's honorarium and expenses on event day.

## Section 3: Planning Timeline & Task Checklist

### One Month Prior to Event

- Coordinate with Velo NB (sanction, insurance, registration method, trailer with race kit if needed etc.)
- Confirm landowner permission and parking arrangements
- Design and prep course (clean trail, mark with ribbon, signage plan)
- Distribute race flyers and promote via bike shops, social media, clubs etc.
- Arrange sponsors and group accommodation rates (if applicable)
- Source prizes and awards
- Recruit volunteers
- Arrange for certified first aid coverage
- Set up pre-registration platform (Velo NB can assist if needed)
- Book portable toilets if venue requires
- Arrange electricity/portable power if needed

### One Week Prior to Event

- Thoroughly mark course (arrows, tape, signage, hazard warnings)
- Confirm with volunteers, first aid, sponsors, and service providers
- Provide event schedule and volunteer brief

### Day Before Event

- Ensure course is fully flagged and pre-rideable by noon (weather permitting)
- Confirm attendance with commissaire and key volunteers
- Finalize and print Emergency Action Plan (EAP); have copies on-site
- Complete the organizers gear checklist (see Appendix B)
- Provide food and water for volunteers and commissaires
- Decide which prizes/awards will be distributed to morning groups
- Prepare sign-in table

### Event Day

- Walk or ride course early to check that markings are intact
- Follow the Race Day flow as outlined in Section 13
- After the final event: clean up signage, garbage, tents, course markers
- Pay the commissaire and any other agreed expenses
- Submit registration forms and waivers to Velo NB (if on-site registration is permitted)
- Thank your volunteers, cheer on athletes and enjoy the day!

### Day After Event

- Pay any outstanding expenses
- Email results to Velo NB for official posting

- Send thank-you messages or calls to volunteers, sponsors and landowners

## Section 4: Sanctioning, Insurance and Fees

*All events must be sanctioned by Velo NB to be insured and listed on the official calendar.*

### 4.1 Event Sanctioning

To hold an official cycling event in New Brunswick, you must submit an **Event Application Form** and pay the required **sanction fee**. Sanctioning your event ensures:

- Insurance coverage for participants, volunteers, and organizers
- Commissaire assignment
- Listing on the Velo NB calendar
- Access to promotional and operational resources

Sanctioning applies to:

- Provincial Series events
- Atlantic Championships
- Cyclo-cross, Road, MTB, and BMX races
- Youth or grassroots-level events

For club-level competitions that are localized but open to participants from outside the club, organizers must inform Velo NB in advance for these events for insurance purposes. Velo NB reserves the right to apply a sanctioning process, assigning resources as needed.

Non-competitive club rides or local events not listed on the Velo NB Events Calendar do not require formal sanctioning but must still be communicated in advance to Velo NB to ensure appropriate insurance coverage.

Velo NB plays a key role in coordinating the provincial events calendar to minimize scheduling conflicts. We also provide organizer guidelines, access to competitive insurance rates, and the assignment of a Commissaire to help ensure compliance with cycling regulations. The following outlines the guidelines and process for obtaining sanctioning and securing a date on the Velo NB calendar:

1. **Eligibility:** Sanctions for events and competitions in New Brunswick will only be issued to clubs affiliated to Velo NB. Refer to our website for club affiliation.
2. **Regulations:** All Velo NB sanctioned events must comply with the rules outlined in this Organizer Guide, as well as Cycling Canada and the UCI (Union Cycliste Internationale) regulations.
3. **Application Deadline:** Sanction applications must be submitted by the end of January for the upcoming season or at least 10 weeks before the event date. While Velo NB will make every effort to accommodate requests, approval is not guaranteed due to limited resources and scheduling constraints. The sanction process allows Velo NB time to coordinate the annual calendar and assign a commissaire to each event, considering their work and vacation schedules. Applications will trigger a notification to the Officiating Technical Director and the Road/MTB Chairs to plan resources accordingly.
4. **Priority Events:** Long-standing or high-profile events may be given scheduling priority at Velo NB's discretion. Organizers should contact Velo NB Road/Mountain Chairperson and Executive Director as early as possible in the Winter months to communicate their preferred date such that Velo NB will coordinate a tentative calendar of events. Sanction applications must be received as mentioned above or otherwise risk having their event removed from the calendar.
5. **Organizer's Meeting:** At least one member of each organizing committee must attend the Spring organizers meeting prior to the cycling season. This requirement may be waived at Velo NB's discretion depending on availability of an Official to host the meeting. Organizer's must review safety protocols, understand their responsibilities, and communicate plans with their volunteers. Alternative conferencing options are available if needed.
6. **Sanction Fee:** The sanction fee (see following section) must be paid by cheque, money order, or e-transfer at the time of application, or no later than 30 days after the event. If a sanction is not granted, Velo NB will refund the fee. If the race organizer chooses to use Velo NB's Online Registration and Timing System, the sanction fees can be directly removed from the collected funds before getting returned to the organizer.
7. **Date Protection:** Once a sanction is granted, the event will be listed on the Velo NB calendar, and the date will be protected from conflicting sanction applications.
8. **Compliance:** Velo NB reserves the right to revoke a sanction if the event does not comply with Organizer Guide, rules or Cycling Canada and UCI

regulations. The assigned Commissaire also has the authority to cancel part, or all the event is safety concerns or rule violations are identified.

9. **Championship and Points Eligibility:** Only sanctioned events are eligible to host Provincial Championships or contribute to the Provincial Points Series.
10. **National Calendar Sanctioning:** If you are interested in having your event sanctioned for the Cycling Canada National Calendar, please contact Velo NB for further information.

## 4.2 Fees and Insurance

These fees help cover Velo NB's overhead and operating costs as a non-profit organization. The additional fee for non-members/event license holders offsets the higher cost of insuring these participants and acknowledges the support of our members who have paid their annual dues.

An invoice summary of fees will be issued by Velo NB within two weeks of the event or may be made available prior to the event if requested. Fees will be paid 30 days after the issuing of the invoice.

If the race organizer chooses to use Velo NB's Online Registration and Timing System, the sanction and insurance fees can be directly removed from the collected funds before returning to the organizer.

### **The following fees are payable to Velo NB:**

|                                           |                                 |
|-------------------------------------------|---------------------------------|
| Provincial Sanction:                      | \$200                           |
| Cycling Event Liability Insurance (2026): | \$150 base fee                  |
| Additional Insurance for Non-Members:     | \$10 per non-member participant |

**Note:** If your event is organized by an affiliated club and is limited to Velo NB members (both organizers and participants), no additional insurance is required, as coverage is already included through club and individual memberships. For clarification or more information, please contact the Executive Director.

## Section 5: Event Budgeting and Cost Guidelines

*Build your event on solid financial footing by planning early and understanding the true cost of hosting.*

Organizers are encouraged to create a detailed budget plan early in the planning process to ensure financial sustainability and minimize last-minute surprises.

## 5.1 Typical Budget Items

Your event budget will vary based on size, discipline, and location, but most events include the following:

- **Commissaire Honorarium & Travel**
  - \$75 (events under 4 hours) or \$150 (events over 4 hours)
  - Plus mileage, meals, and accommodation if needed
- **Medical / First Aid Personnel**
  - Contracted providers or certified volunteers
- **Sanction and Insurance Fees**
  - \$200 sanction fee
  - Rider levies - \$10 unlicensed or non-members
- **Timing Services**
  - Manual backup timing is mandatory
  - Optional: chip timing, photo finish
- **Equipment Rentals**
  - Barriers, tents, tables, sound system, fencing
- **Venue or Facility Permits**
  - Municipal parks, trail systems, road closure fees, portable toilets
- **Promotion and Signage**
  - Posters, ads, social media boosts, branded signage
- **Podium and Prizes**
  - Medals, merchandise, cash prizes (see Section 9 for equity guidance)
- **Food and Water**
  - For volunteers, commissaires, and athletes (feed zones, finish line)

## 5.2 Post-Event Invoicing

Velo NB will issue an invoice after your event summarizing:

- Rider levies based on final registration numbers
- Insurance or administrative costs (if applicable)
- Any outstanding fees or services used

Please ensure payment is made promptly following the event.

## Section 6: Officiating and Regulations

### 6.1 What Is a Commissaire?

Velo NB assigns a qualified Official, also known as a Commissaire, to each sanctioned event. Commissaires are trained in:

- Cycling race rules
- Event safety standards
- Course setup and inspections

They work as neutral officials and collaborative partners to ensure your event meets provincial and national standards.

Clubs are strongly encouraged to support local cycling enthusiasts in becoming certified as Commissaires through Velo NB training opportunities.

### 6.2 Commissaire Assignment and Role

The Officiating Technical Director at Velo NB assigns a Commissaire to each event. Once assigned, the Commissaire becomes part of your organizing team.

A strong working relationship between the organizer and Commissaire is key to a smooth event.

Commissaires:

- Support rule enforcement
- Help ensure safety
- Assist with start/finish procedures
- Oversee timing and results
- Provide recommendations or corrections if standards are not met

### 6.3 Organizer Responsibilities to the Commissaire

#### **1. Food and Beverages**

You must provide food and refreshments for the Commissaire on race day, especially at remote events where access to food is limited.

#### **2. Honorarium Payment**

- \$150 for events over 4 hours
- \$75 for events under 4 hours  
(Time is measured from the start of registration to the end of duties.)

#### **3. Mileage Reimbursement**

- Commissaires are entitled to \$0.54 per km for travel exceeding 75 km round trip
- Reimbursement includes travel to/from the event and course driving for road races

### **Payment Best Practices**

- Pay the Commissaire on race day or immediately afterward
- Provide a receipt or email confirmation
- Velo NB can issue payment and invoice the organizer if pre-arranged
- If using Velo NB's online registration, the Commissaire can be paid from collected funds

### **Example Calculation:**

A Commissaire travels 168 km round trip from Saint John to Sussex:

- Commissaire Fee: \$150
  - Travel: 168 km × \$0.54 = \$90.72
  - Meal Estimate: \$15
- Total: approximately \$255.72

## **6.4 Role Separation and Ethical Guidelines**

- Organizers may not act as Commissaires at their own event
- Commissaires may not act as organizers
- If the organizer wants to race, a reliable alternate must be designated to manage event responsibilities

## **6.5 Commissaire Roles and Responsibilities**

Larger events may involve multiple officiating roles (some roles may be combined if minimum requirements are met):

- Chief Official
- Race Official
- Start/Finish Judge
- Results Secretary
- Competition Secretary

### **Primary Commissaire Duties:**

- Inspect and approve course setup
- Confirm safety measures (first aid, marshals, communication)
- Monitor adherence to Cycling Canada and UCI rules

- Recommend corrections before race start, if needed

## 6.6 Non-Competitive and Club Events

For grassroots or local events without formal sanction:

- A Commissaire is not required, but Velo NB may assign one if necessary
- The organizer assumes full officiating responsibility
- A safety plan, clear communication strategy, and competent volunteers must be in place
- These events are excellent training opportunities for Level C Commissaires (note: these hours do not count towards upgrading to Level B)

## 6.7 Sanctioning Levels

### **Provincial Sanctioned Events**

- Require one or two Commissaires
- Organizers must provide two volunteers to assist
- Volunteers support timing, registration, or on-course roles

### **National Sanctioned Events**

- A Chief Commissaire is appointed
- A full officiating team and volunteer support are required
- All officiating must follow the Cycling Canada Companion Guide

## 6.8 Rules and Regulations

All Velo NB-sanctioned competitive events must follow:

- UCI Regulations
- The Cycling Canada Companion Guide

If you are unsure about a rule or need clarification, contact the Velo NB Executive Director at [executivedirector@velonb.ca](mailto:executivedirector@velonb.ca).

## Section 7: Registration

Participation across New Brunswick depends on keeping registration fees reasonable while covering event costs. Velo NB works with organizers to strike a balance between affordability and sustainability, ensuring that events remain competitive and inclusive.

## 7.1 Registration Fees

### Non-Velo NB Members:

- A \$10 one-day license fee is required for all riders without a current Velo NB membership
- This ensures proper insurance coverage

### Late Registration Fee:

- A minimum \$10 late fee should be charged for same-day (day-of) registrations
- This encourages pre-registration and improves race day flow

### Nationally Sanctioned Events:

- Follow the **Cycling Canada Organizer's Guide** for all fee structures and procedures
- Velo NB will support coordination with Cycling Canada to ensure compliance

## 7.2 Pre-Registration

Pre-registration is **strongly encouraged** and offers several benefits:

- Reduces race-day workload
- Speeds up check-in
- Improves accuracy for timing and categories

### Organizers may:

- Request access to Velo NB's online registration and timing system
- Use their own system (e.g., Zone4, Google Forms)

### Important Pre-Reg Notes:

- Race-day registration should **close at least one hour before** the first event start
- Late/on-site registration must be approved by the **Velo NB Representative** and the **Race Organizer**

### 7.3 On-Site Registration and Check-In

Set up an organized check-in area with:

- Clearly **separated line-ups** for pre-registered and day-of riders
- Clear **signage** for all categories and registration types

#### **Recommended Supplies:**

- Tables and chairs
- Printed registration forms (if needed)
- Pens and highlighters
- Shelter (tent, trailer, or indoor space if possible)

#### **If using chip timing or computerized registration:**

- Prepare for power needs:
  - Extension cords
  - Power bars
  - Portable generator (for outdoor venues)

### 7.4 Waivers

All riders must sign a waiver before participating. This can be done online via an electronic method, or on site via a paper copy. Velo NB will provide the waiver as part of the sanctioning process.

#### **Key Points:**

- If using Velo NB's online registration platform, the waiver is included digitally
- Minors (under 19) must have the waiver signed by a **parent or legal guardian**
- Paper waivers must be collected and submitted to Velo NB after the event if being used.

#### **Important:**

- Do not alter the waiver except to add the **event name** in the designated space
- Velo NB retains waivers for **seven years**

#### **Waiver data helps:**

- Report non-members to the insurance provider
- Maintain accurate participation records
- Track and follow up with one-day license holders

## Section 8: Results & Awards

### 8.1 Race Results

#### Organizer Responsibilities:

- The event organizer is responsible for **timing and result accuracy**
- The assigned **Commissaire** may assist by:
  - Verifying the **top 5 finishers**
  - Providing **backup timing** or notes if needed

### 8.2 Finish Line Timing

You must assign a dependable timing team well in advance of race day.

#### Finish line volunteers are responsible for:

- Recording rider numbers each lap (if applicable)
- Tabulating finish order and final results

#### Volunteer Guidelines:

- Recruit **2 to 5 volunteers** per race, depending on field size
- Volunteers should be:
  - Mature and dependable
  - Ideally experienced in timing
- **Do not rely on last-minute volunteers**
- Coordinate with the **Commissaire** to determine your exact needs
- Keep the finish zone **clear of distractions**, including spectators and photographers

### 8.3 Electronic Timing (Optional)

Velo NB can provide **electronic timing services** to assist with:

- Race timing
- Scoring
- Results calculation

**Power setup is the organizer's responsibility.**

## 8.4 Results Submission

- Full results by **category and gender** must be compiled and posted **within 36 hours** of the event
- For **provincial events**, results must be sent to Velo NB for:
  - Official posting
  - Series standings (if applicable)

## 8.5 Awards and Podiums

### Organizer Responsibilities:

- The **top 3 finishers** of each category **must be recognized by gender**
- Prizing and recognition must follow Velo NB's **equity policy**
- Podiums are a key part of community engagement and visibility—plan them well
- Velo NB medals can be provided to race organizers as part of the sanctioning fee for their event

### Recommendations:

- Announce riders clearly and celebrate all podium finishers

## 8.6 Provincial Championships

- Velo NB provides **official awards** for Provincial Championship categories
- Any **substitutions** must:
  - Be approved by Velo NB
  - Include the official **Velo NB logo**

## 8.7 Nationally Sanctioned Events

Follow the **Cycling Canada Organizer's Guide** for:

- Podium presentation protocol
- Award distribution
- Prize minimums and national guidelines

## Section 9: Categories

Velo NB uses an **ability-based category system** in many disciplines to ensure fair, competitive, and inclusive racing opportunities. Organizers are required to outline the categories offered during the sanctioning process. If clarification is needed, please consult the Executive Director or the appropriate discipline chair (Road, MTB etc.).

### 9.1 General Categories:

- Category A – Open/Elite Level:  
For elite athletes and top-level competitors seeking the most challenging race
- Category B – Expert Level:  
For advanced racers with strong technical skills and competitive experience
- Category C – Sport Level:  
Intermediate-level riders; a good fit for experienced enthusiasts.
- Category D – Novice Level:  
Entry-level category for new and developing riders.

Note: Racers must only select one category per event. While multi-run or multi-event formats (e.g., DH, Road, XC) may tempt racers to enter multiple categories, the goal is to foster quality competition within a single class.

### 9.2 Road Events:

- Use Categories: A, B, C, and D for both male and female riders.
- Youth Categories: U19, U17, U15, for both male and female riders.
- Applies to: Road Races, Circuit Races, Criteriums and Time Trials.

### 9.3 XCO (Cross-Country Olympic):

- Use Categories: A, B, C and D
- Youth Categories: U19 Expert, U17 Expert, U15, U13 and U11
- Optional Category: U9
- \*New for 2025\* – Junior Sport Category: Designed for U19 and U17 athletes seeking a fun, development-focused race experience.
  - Junior Sport Riders will: Race the Sport/Cat C course and start alongside the Cat C riders.

### 9.4 XCM (Cross-Country Marathon):

- Use Categories: A, B, C, and D, aligned with race distance and rider ability
- Ensure distances are appropriately scaled to each ability level

#### 9.5 DH and Enduro:

- Required Categories: U13, U15, U17, U19, Sport, Expert
- Additional Categories (with Velo NB approval): U11, and splitting Sport and Expert to Senior (19-34) Sport and Expert, as well as Masters (35+) Sport and Expert.

#### 9.6 Cyclocross:

Cyclocross events are structured using an age-based category system due to the uniform distance of the race, as outlined in Section 8. Velo NB recommends the following age categories for both men and women:

- U19
- 19 - 39
- 40 - 49
- 50 +

Adjustments to categories may be made in consultation with Velo NB, depending on the size and makeup of the field

#### 9.7 Gravel:

Gravel events also use an age-based category system for both male and female riders. Velo NB recommends the following standard categories:

- U19
- 19 - 39
- 40 - 49
- 50 +

As with cyclocross, modifications may be approved through consultation with Velo NB.

#### 9.8 Youth Categories:

Youth race categories are determined by the rider's age as of December 31<sup>st</sup> of the current year. Riders must be under the listed age to qualify. For example, a rider turning 15 within the year would be placed in U17, not U15.

The table below provides the details for the coming seasons:

U13/U15 Youth categories are mandatory for XCO, Enduro, and DH events and strongly recommended for all other disciplines, including CX, and Road.

U11 is mandatory for XCO events.

Additional youth categories can be included with approval from Velo NB.

| <b>Calendar Year</b> | <b>U11 (Atome)</b> | <b>U13 (Pee Wee)</b> | <b>U15 (Minime)</b> | <b>U17 (Cadet)</b> | <b>U19 (Junior)</b> |
|----------------------|--------------------|----------------------|---------------------|--------------------|---------------------|
| <b>2025</b>          | 2015+              | 2013-14              | 2011-12             | 2009-10            | 2007-08             |
| <b>2026</b>          | 2016+              | 2014-15              | 2012-13             | 2010-11            | 2008-09             |
| <b>2027</b>          | 2017+              | 2015-16              | 2013-14             | 2011-12            | 2009-10             |
| <b>2028</b>          | 2018+              | 2016-17              | 2014-15             | 2012-13            | 2010-11             |
| <b>2029</b>          | 2019+              | 2017-18              | 2015-16             | 2013-14            | 2011-12             |

Velo NB adopted a Youth Categories Policy in 2018 to ensure consistent and developmentally appropriate competition at all Velo NB-sanctioned events. An excerpt of this policy is included in **Appendix A – Velo NB Youth Categories Policy (2018)**.

If a youth athlete wishes to request an exemption from their standard category placement (e.g., to race up or down in age or ability), the exemption must be formally approved or recommended by Velo NB prior to the event.

For questions or exemption requests, please contact Velo NB

## Section 10: Duration of Events

### 10.1 XCO:

The following race time guidelines are based on recommendations from Cycling Canada and represent approximate expected race durations for the fastest and slowest rider in each category. These should be used to guide lap count decisions for your event.

The "Min. Race Time" refers to the target finish time for the winner of the category.

The Senior course should be approximately 4 to 5 km in length.

Use this information to determine how many laps each category should complete to meet the desired race time targets.

Details regarding youth course modifications are outlined in the Youth Categories section below.

| Category                  | Sub-Categories | Time<br>(Min. Race Time) | Time<br>(Max. Race Time) |
|---------------------------|----------------|--------------------------|--------------------------|
| Under 9                   | Male & Female  | 0 h 05                   | 0 h 20                   |
| Under 11                  | Male & Female  | 0 h 10                   | 0 h 30                   |
| Under 13                  | Male & Female  | 0 h 25                   | 0 h 45                   |
| Under 15                  | Male & Female  | 0 h 35                   | 0 h 55                   |
| Under 17                  | Male           | 0 h 45                   | 1 h 15                   |
| Under 17                  | Female         | 0 h 45                   | 1 h 05                   |
| Category D - Novice       | Male           | 0 h 30                   | 0 h 50                   |
| Category D - Novice       | Female         | 0 h 30                   | 0 h 50                   |
| Category C - Junior Sport | Male           | 0 h 40                   | 1 h 00                   |
| Category C - Junior Sport | Female         | 0 h 40                   | 1 h 00                   |
| Category C - Senior Sport | Male           | 1 h 00                   | 1 h 30                   |
| Category C - Senior Sport | Female         | 1 h 00                   | 1 h 15                   |
| Category B - Expert       | Male           | 1 h 15                   | 1 h 30                   |
| Category B - Expert       | Female         | 1 h 00                   | 1 h 30                   |
| Category A – Elite/Open   | Male           | 1 h 30                   | 2 h 00                   |
| Category A – Elite/Open   | Female         | 1 h 30                   | 2 h 00                   |

While **U17 athletes** may race on the same course and at the same time as senior categories, it is especially important that **U15 and U13 categories** use a **modified course**. This ensures that race durations remain appropriate and that the technical features align with the athletes' developmental stages.

Respecting the recommended race times and course difficulty is essential for supporting the **Long-Term Athlete Development (LTAD)** of our youth athletes and for maintaining the sustainability and growth of the sport.

Recommended Course Design for Youth Categories:

- U15/U13
  - Course Length: 3-4km
  - Target Lap Times: 12-18 minutes
  - Suggested Laps: 3 laps for U15, 2 laps for U13

Benefits of this approach include:

- Allowing organizers to effectively manage race durations and stay on schedule (e.g., pulling slower riders if necessary)
- Enables youth athletes to pre-ride the entire course without overexertion, allowing them to review and plan for technical features, passing opportunities, and recovery zones
- Provides multiple laps for skill development, as athletes can learn, adapt, gain confidence on specific sections.
- Ensures easier access to support zones and better race oversight for coaches and officials.
- Enhances the spectator experience for families.

- U11
  - Course Length: 1-2km
  - Target Lap Times: 5-10 minutes

A shorter course for U11 ensures safety, enjoyment, and skill development in a supportive environment while allowing organizers to maintain event flow and structure.

- U9
  - Course Length: 500-750m
  - Target Lap Times: 3-7 minutes

A shorter course for U9 riders helps ensure safety, enjoyment, and skill development in a supportive environment, while also allowing organizers to maintain event flow and structure.

The course should consist of a small loop that can be repeated for multiple laps, primarily on doubletrack with minimal or no singletrack. Terrain should be mostly flat with small, gradual climbs or descents.

## 10.2 XCM:

- Category A: Distance should be between 60 km and 160 km
- Categories B, C and U17 (if offered): Shorter distances, proportional to rider ability and endurance level

### 10.3 Cyclocross:

- Recommended race duration: 45 to 55 minutes, including the final lap
- Shorter race durations are recommended for youth categories. Please refer to XCO race time guidelines for age-specific recommendations and submit any duration requests to the appointed Commissaire and the Youth Development Chair for approval.

### 10.4 Road:

Use the fastest rider times as a baseline to determine the appropriate number of laps. This chart should be used in regard to point to point road races, or circuit races. If you plan on hosting another format of road race, please contact the Executive Director, and Road Chairperson.

| Category   | Sub-Categories | Time<br>(Min. Race Time) |
|------------|----------------|--------------------------|
| Category D | Male & Female  | 0 h 30 – 0 h 45          |
| Category C | Male           | 1 h 30 – 1 h 45          |
| Category C | Female         | 1 h 15 - 1 h 30          |
| Category B | Male           | 2 h 00                   |
| Category B | Female         | 1 h30 – 1 h 45           |
| Category A | Male           | 2 h 30                   |
| Category A | Female         | 2 h 00                   |

### 10.5 Time Trial (TT):

- Minimum Distance: 10 km
- Maximum Distance: 40 km

### 10.6 Downhill (DH):

- Practice Requirements:
  - an on-foot inspection of the course must be organized before the first training session. No bikes are allowed on the course during the on foot downhill course inspection.
  - a training session, either on the day before competition or before official competition begins.
- Race Format Options:
  - Qualifying & Finals: A qualifying run is used to seed riders from slowest to fastest; A single timed run determines placement
  - Best of One Run: A single timed run determines placement.

- Course Length: Must take less than 5 minutes to complete for fastest competitors and be a maximum of 3500 meters.
- A single course is best used, with A lines on features being closed for Sport, and Youth (U13/U15) Cats, and those categories using a B line. For U17, U19, and Expert categories A and B lines are open for racers.

#### 10.7 Enduro:

- Minimum Number of Timed Stages: 3
- Expert Category Time Guideline: Total time should be no less than 10 minutes for the fastest riders.

#### 10.8 Gravel:

- Minimum Distance: 50 km
- Maximum Distance: 200 km
- Course Planning Considerations: Distance should reflect the difficulty and elevation gain of the course to ensure appropriate challenge and race duration

## Section 11: New Brunswick Provincial Series and Provincial Championships

### 11.1 Provincial Series

The **New Brunswick Provincial Series** includes all races designated as “Provincial Series” events in the annual Velo NB calendar. Athletes accumulate points based on their race results throughout the season.

At the end of the season, final standings will be determined using a points-based formula chosen by the respective Discipline Chairperson (Mountain or Road/Cyclocross) before the season begins. Possible formats include:

- Number of Races Minus One  
(e.g., if there are 8 races, the best 7 results are counted)
- Number of Races Minus Two  
(e.g., if there are 8 races, the best 6 results are counted)
- Half the Number of Races Plus One  
(e.g., if there are 8 races, the best 5 results are counted)

This structure allows flexibility based on the number of races and aims to reward consistent performance while allowing for missed events.

Before the first event of the season, Velo NB will provide an official communication outlining the events in the series, points format, as well as any additional information that is needed for the series.

## 11.2 Provincial Championships

The **New Brunswick Provincial Championships** are single-day events selected from among the sanctioned races listed in the Velo NB annual calendar.

Organizers must submit a letter of intent for their event to be considered as the Provincial Championship event. This shall be done not later than the 31<sup>st</sup> of March for the calendar year.

The Discipline Chairperson is responsible for selecting the Championship race for each discipline.

Provincial Champions will be awarded titles in the categories defined under Section 7 of this document. Additional categories may be created to reflect additional age categories.

For multi-distance events, the largest distance is used for the categories title of Provincial Champion. (Example: A gravel event has 3 distances(40,80,120), with the age categories in each distance. The title of Provincial Champion is awarded to the winners of the 120 race.

### Eligibility:

- Athletes must be residents of New Brunswick, and
- Must hold a current Velo NB or Cycling Canada membership.
- Dispensation requests must be submitted in advance of the event and will be considered by Velo NB on a case-by-case basis.

## Section 12: First Aid & Emergency Action Plan

### 12.1 First Aid Services and Emergency Transport

All event organizers must understand that while Saint John Ambulance and the Canadian Ski Patrol provide excellent on-site first aid, they do not provide ambulance transport to hospitals. Their vehicles may resemble ambulances but are not licensed for patient transport.

If a rider requires hospital treatment, you must call 911 to request Ambulance New Brunswick (ANB) services.

### 12.2 Proactive Communication with ANB

If your event is in a rural area, consider informing the nearest ANB station of your event's time and location in advance. In some cases, and only if not responding to a call, ANB crews may attend your event proactively if invited.

### 12.3 Acceptable First Aid Personnel

First aid at your event may be provided by individuals with current basic first aid certification. Suitable personnel may include:

- Off-duty Ambulance New Brunswick personnel
- Members of the local fire department with first aid training
- Ski Patrol personnel
- Club members who hold valid first aid certificate

**Important:** The designated first aid personnel must not hold other responsibilities (e.g., marshalling, driving) during the event, as they need to always be available.

### 12.4 Emergency Action Plan (EAP) Requirements

You must create a detailed Emergency Action Plan for your event. The EAP should include:

- Names and contact information for emergency services
- A clearly designated individual responsible for enacting the EAP
- On-site provisions (e.g., first aid kits, ice, communication access)
- Access to landline 911 in areas with poor cell reception

- A map with:
  - Location of medical facilities
  - Course landmarks and access points
  - Checkpoint identifiers to clearly communicate an incident's location

The primary first aid personnel must remain on-site even if another individual is transported off-site for further medical attention.

If you require an example Emergency Action Plan, please contact the Velo NB Executive Director.

## 12.5 Compliance

These Safety Regulations have been approved by Velo NB and are mandatory for all:

- Velo NB members, and
- Cycling Canada licensed riders

Failure to adhere to these standards may impact race sanctioning and insurance coverage.

## 12.6 Dangerous Weather Policy

The safety of participants, staff, organizers, volunteers, and spectators is the top priority in the event of dangerous weather conditions. This policy outlines the procedures and responsibilities related to weather-related risks such as lightning, extreme heat, high winds, and other severe conditions.

For the complete policy and additional guidance, see: [Dangerous Weather Policy – Velo NB](#)

# Section 13: Personnel

In addition to Commissaires and First Aid personnel, every event must have a team of reliable members or volunteers to support essential roles. A single individual may fulfill multiple roles, but all duties must be clearly assigned in advance to ensure a safe and smooth-running event.

## 13.1 Key Personnel Roles:

- **Race Director**  
Responsible for overall event coordination including:
  - Scheduling
  - Personnel assignments
  - Volunteer transportation to assigned stations
- **Course Coordinator**  
Designs and prepares race courses for all categories; responsible for:
  - Course flagging and marking
  - Pre-event and day-of-event inspection
- **Security Coordinator**  
Manages access control and ensures:
  - Secure course boundaries
  - Proper and visible safety signage
- **Technical Coordinator**  
Oversees:
  - Facility set-up
  - Communication systems
  - Signaling infrastructures (e.g., start/finish banners, radios)
- **First-Aid Lead**  
Primary contact for:
  - First aid response and coordination
  - Emergency Action Plan (EAP)
  - First aid supplies
- **Volunteer Coordinator**  
Ensures each volunteer receives:
  - Timeline and task description
  - Assigned location and contact details
  - Copy or briefing of the EAP
- **Public Relations Coordinator**  
Handles:
  - Publicity and promotional activities
  - Social media and press releases
- **Protocol Coordinator**  
Responsible for:
  - Organizing the schedule of activities
  - Coordinating race start-times and ceremonies
- **Registration Coordinator**

Manages:

- Rider check-in
- Identification and waivers
- Signage and control lists (including Velo NB membership verification)

- **Participant Services Coordinator**

Ensures availability of:

- Bathrooms and wash-up areas
- Post-race refreshments (snacks, water, etc.)

- **Electronic Timing Technician**

In charge of:

- Electronic chip timing or manual timing
- Generating and posting accurate race results

- **Announcer or MC**

Provides timely and engaging

- Pre-race instructions
- On-course updates
- Awards ceremony commentary

- **Clean-Up Crew**

Duties include:

- Tearing down the course
- Collecting signage and race plates/numbers
- Restoring venue to pre-event condition

Note: Additional roles and responsibilities may apply for National-Level events as outlined in the Cycling Canada Organizer's Guide. Always consult this guide if your event is at the National or UCI level.

## 13.2 Communication Plan and Equipment

Reliable communication is essential for safety and coordination during your event.

### General Requirements

Organizers must ensure:

- Radios or cell phones are available and distributed to all key personnel
- Commissaires, medical/first aid team, registration staff, and the organizer are all in direct connected
- Radio dead zones on course are identified in advance
- Backup communication methods (e.g., cell phones or runners) are in place in case of equipment failure

- All communication equipment is tested during course inspection and pre-race meetings.

### **Radio Specifications**

- Radios must have two channels:
  - One for the **College of Commissaires**
  - One for the **organizing team**
- Organizers are responsible for supplying enough radios to meet the needs of all race officials, marshals and volunteers
- For downhill and remote events, consider high-powered radios or additional relays where coverage is weak.

### **Start/Finish Area Communication**

A sound system is required at the start/finish zone to:

- Call riders to the start line
- Provide race updates and general announcements
- Share emergency instructions if needed

The Velo NB Race Kit includes a sound system and microphone. If unavailable, a bullhorn may be used as a backup.

### **Spectator Communication and Signage**

- Clear signage should guide spectators to designated viewing zones without interfering with course operations or commissaire visibility

## **Section 14: Installations and Equipment**

### **14.1 Race Kit & Equipment Trailer:**

Velo NB maintains a race kit stored in a small trailer that can be towed behind a vehicle. This kit is available to event organizers upon request. To arrange for its use, please contact the Executive Director in advance. The kit includes race numbers or plates; however, organizers are responsible for providing their own safety pins or zip ties, as well as fuel for the generator and any necessary power cords. A complete inventory of the trailer's contents can be found in **Appendix D**.

### **14.2 Course Marking**

Velo NB will supply each sanctioned event with 2 rolls of course marking tape should they be required. Included in the equipment trailer are additional signs for course marking.

All efforts to mark a course clearly should be undertaken by the organizer. Having a clearly marked course will greatly improve the experience of all participants. Even if you think it's marked well, there are always additional

markings that can be done in order to make the course more clear and safe for the participants.

### 14.3 Timing and Scoring

Velo NB can assist in organizing a timing and scoring system compatible with online registration, offering integrated and seamless results.

- Base fee: \$350 (includes two timing points)
- Additional fees apply for extra equipment.

Contact the Executive Director to arrange this service.

### 14.4 Finish Area

A raised viewing platform enhances the ability of finish line personnel to monitor finishes. This could be:

- A flatbed truck
- Secure scaffolding
- The bed of a pickup truck (must be positioned off-road and in line with the finish)

### 14.5 Registration

Online pre-registration is recommended to reduce race-day stress for participants and streamline payment collection. Velo NB provides this service at no extra cost. Contact the Executive Director for setup.

On race day, ensure your registration area meets the following:

- Located near the event's main activities and sheltered from wind/rain
- Table available for two Velo NB representatives
- Table and electricity available for timing and tabulation staff
- Enough volunteers to run separate lines for check-in and registration

Additional requirements apply for National-level events. Velo NB will advise you in advance.

### 14.6 Posting

Reserve a central location for posting start lists and race results.

### 14.7 Sound System

A sound system is essential for announcing riders at the start line and should be in the start/finish area.

- A bullhorn is included in the race kit

### 14.8 First Aid

A central first aid station must always be accessible, with additional stations at key locations on the course, especially at high-risk or downhill sections. Refer to Section 12 for more details.

## 14.9 Feed Zone Requirements

Feed zones should be:

- On wide, slightly uphill or low-speed sections
- Far from technical features or corners
- Clearly signed (Feed Zone Start/End)

Ensure:

- Safe access and exit for support staff
- Adequate space for feeders
- Parking for support vehicles (Road)

Final placement must be approved by the Commissaire.

## 14.10 Signage

Course signage (provided by Velo NB) must be installed by noon the day before the race to allow for safe pre-riding and limit on-course traffic the day of the race. This is critical for races with multiple start waves.

## 14.11 Spectator Area

The primary spectator zones are typically around the start/finish and the most exciting sections of the course. These must:

- Be clearly marked
- Be separated from the course using colored tape or ribbon
- Not obstruct commissaire views or interfere with race operations

# Section 15: Race Day Order of Events

Race day can be busy and fast-paced. Use the following schedule as a template to help you plan a smooth and interruption-free event. This example is based on a Cross-Country Olympic (XCO) format and should be adapted to your event's specific categories and timing needs.

## 15.1 General Guidelines

**Race Day Registration:** Consider offering pre-race registration and plate pick up the day before the event (e.g., 3:00-5:00 PM) to reduce race day congestion. See details below.

**Course Recon:** The course should be open for pre-riding at set times and closed 30 minutes prior to each race start to allow for rider meetings and roll calls.

**Riders Meeting:** Held 15+ minutes before each race start, led by the Race Director and Commissaire. Attendance is mandatory. Roll call can be conducted at this time.

**Laps Posting:** The final number of laps for each category must be posted at least 30 minutes before each start.

(Refer to Appendix C - Sample Event Laps Poster/Board.)

## 15.2 Sample XCO Race Day Schedule

### Start A (10:00 am): U11, U13 and U15 Categories

| Time                 | Activity                                                                                                                                                                                                                                                                   |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8:00 am to 8:45 am   | Organizing committee to review course.                                                                                                                                                                                                                                     |
| 8:45 am to 9:30 am   | Course open for Pre-Ride of Start A group. Course closed to all at 9:30 am.                                                                                                                                                                                                |
| 8:45 am to 9:30 am   | Race Day Registration and check in (Race Plate pick-up) for morning start (Start A) group only. <i>Allow ample time for morning registration, considering that the riders have a limited time to check-in and Pre-Ride the course at the same time.</i>                    |
| 9:30 am (or earlier) | Post the number of laps for each category in Start A.                                                                                                                                                                                                                      |
| 9:45 am              | U11 Riders Meetings and roll call (15 min. in advance).                                                                                                                                                                                                                    |
| 10:00 am             | U11 (30 min. max time allowance, to 10:30 max)<br>Start Order: <i>Top-6 called up according to current Velo NB Series Standings.</i>                                                                                                                                       |
| 10:30 am             | U15/U13 Riders Meeting and roll call (15+ min. in advance).                                                                                                                                                                                                                |
| 10:45 am             | U15/U13 (60 min. max time allowance, to 11:45 max)<br><i>Note: Top-6 called up according to current Velo NB Series Standings.</i><br>Start Order: <ul style="list-style-type: none"> <li>• U15 Male (top-6 called up); then 1-2 minute delay before next group,</li> </ul> |

|          |                                                                                                                                                                                                                                                                                                  |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <ul style="list-style-type: none"> <li>• U15 Female (top-6 called up), then 1-2 minute delay...;</li> <li>• U13 Male (top-6 called up), then 1-2 minute delay...;</li> <li>• U13 Female (top-6 called up).</li> </ul> <p>* Alternatively, U15/U13 can start at 10:00 am and U11 at 11:15 am.</p> |
| 11:45 am | D-Novice (30 min. max time allowance, to 12:15 max)<br>Start Order: Mass start, male and female, random call up.                                                                                                                                                                                 |
| 12:00 pm | Start A Awards & Prizes Presentation<br><b>(Completed prior to Start B)</b>                                                                                                                                                                                                                      |

### Start B (1:00 pm): Senior (A,B,C) + U17 Categories

| Time                  | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10:00 am to 11:00 am  | Race Day Registration and check-in for pre-registered for afternoon start (Start B) group.                                                                                                                                                                                                                                                                                                                                                                     |
| 11:45 am to 12:30 pm  | Course open for Pre-Ride of Start B group once all Start A riders are off the course. Course closed to all at 12:30 pm.                                                                                                                                                                                                                                                                                                                                        |
| 12:00 pm (or earlier) | Post the number of laps for each category in Start B.                                                                                                                                                                                                                                                                                                                                                                                                          |
| 12:45 pm              | A, B, C and U17 Riders Meeting and roll call (15+ min. in advance).                                                                                                                                                                                                                                                                                                                                                                                            |
| 1:00 pm               | A, B, C, D and U17<br><i>Note: Top-16 called up according to current Velo NB Series Standings.</i><br>Start Order: <ul style="list-style-type: none"> <li>• A Male (top-6 called up); then 1-2 min delay before next group;</li> <li>• B Male -&gt; U17 Male -&gt; A Female (top-6 called up, for each), then 1-2 min delay...;</li> <li>• C Male -&gt; B Female -&gt; U17Female -&gt; C Female (top-6 called up, for each), then 1-2 min delay...;</li> </ul> |

|         |                                                                                                |
|---------|------------------------------------------------------------------------------------------------|
|         | <ul style="list-style-type: none"> <li>• D Male &amp; Female (no particular order).</li> </ul> |
| 3:30 pm | Start B Awards & Prizes Presentation                                                           |

### 15.3 Sample Downhill (DH) Race Day Schedule

| <b>Time</b>          | <b>Activity</b>                                                                                                                                                                                                                                                                                                         |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9:00 am to 10:00 am  | Race day registration                                                                                                                                                                                                                                                                                                   |
| Before training      | Riders Meeting (mandatory)                                                                                                                                                                                                                                                                                              |
| 10:00 am to 11:00 pm | Course walk                                                                                                                                                                                                                                                                                                             |
| 11:00 pm to 1:00     | Course open for DH training runs (minimum. 2 hours)                                                                                                                                                                                                                                                                     |
| 2:00 pm              | Race Start: <ul style="list-style-type: none"> <li>• Start Interval: 30 sec minimum between riders</li> <li>• Category Interval: 1 min maximum</li> </ul><br>Start Order: <ol style="list-style-type: none"> <li>1. U13</li> <li>2. U15</li> <li>3. Sport</li> <li>4. U17</li> <li>5. U19</li> <li>6. Expert</li> </ol> |
| 30 minutes post-race | Awards Ceremony                                                                                                                                                                                                                                                                                                         |

### 15.4 Sample Enduro Race Day Schedule

| <b>Time</b>          | <b>Activity</b>                                                         |
|----------------------|-------------------------------------------------------------------------|
| 9:00 am to 10:00 am  | Race day registration                                                   |
| Before First Stage   | Riders Meeting (mandatory)                                              |
| 10:30 am to 3:00 pm  | Timed stages run individually with minimum of 30 seconds between riders |
| 30 minutes post-race | Awards Ceremony                                                         |

### 15.5 Road, Cyclocross and Gravel Event Considerations

- Ensure safety when using public roads or lands
  - Proper signage and barriers
  - Marshals or security at intersections

- Communication with local authorities (if required)
- Cyclocross, Road and Gravel schedules may vary depending on the number of categories and course access limitations. The same principles of:
  - Pre-ride time
  - Course closure
  - Rider's meetings
  - Lap postingShould be applied accordingly.

## Section 16: Event Checklist

Use the following example as a guide to arrange what work needs to be done, and when to do it. Some of the information may not pertain to your event. Some content in this section overlaps with Section 13 and can be used as an alternative guide to race day procedures. If you have any questions, feel free to contact the Executive Director.

### One Month Prior to Event:

- Coordinate with Velo NB (Sanction, insurance, registration method, trailer if needed)
- Confirm with landowner(s) and arrange parking

- Design and prep course (clean trail, mark with ribbon, etc.)
- Distribute race flyers and promote through local bike shops, social media etc.
- Arrange sponsors and/or local accommodation group rates, if applicable
- Arrange prizes and awards
- Recruit volunteers
- Arrange first aid coverage
- Set up pre-registration site if done online (Velo NB can assist with this if needed)
- Arrange portable washroom facilities if required by venue
- Arrange electricity/portable power if required by venue.

#### One Week Prior to Event:

- Mark course thoroughly (signage arrows, ribbons, flagging tape, etc.)
- Contact volunteers, first aid, sponsors, service providers, etc. to confirm and provide event schedule.

#### Day Before Event:

- Ensure the course is fully flagged/marked by noon. Pre-ride should be available in the afternoon if weather and course conditions permit (this also helps the organizer on race day).
- Confirm attendance with commissaire, volunteers, first aid, and other key personnel.
- Ensure the Emergency Action Plan finalized and available on-site.
- Complete the “to do” / required checklist (e.g., *Appendix B – Sample List of Tools / Supplies Needed*).
- Provide planned food and water on-site for commissaires and others (e.g., on-course marshals with delivery) as agreed.
- Decide which awards/prizes will be handed out to the morning start group.
- Retrieve Velo NB Series Standings (top 6 rankings) to date, for race day start order.
- Retrieve pre-registration list.

#### Event Day:

- Verify that all course arrows and ribbons are intact and in good condition before opening the course for pre-ride (weather or other factors may have impacted the course overnight - e.g., water, fallen branches, debris, road closures, snow/ice)
- Follow the Race Day Order of Events as outlined in Section 13
- After the event, clean-up the course and site
- Pay commissionaire and other expenses
- Provide registration forms and waivers to Velo NB, if a representative is on-site
- Relax and have fun!

Day After Event:

- Pay any outstanding expenses
- Submit registration forms and waivers to Velo NB if not done on-site
- Compile and post or share full event results with Velo NB for posting
- Send thank you notes or calls to all who helped make the event a success

## Appendices

### Appendix A – Velo NB Youth Categories Policy (2018)

*“To promote the Long-Term Athlete Development (LTAD) of our youth athletes, and the sustainability and growth of youth categories at sanctioned events, Velo NB is adopting the following policy:*

*Velo NB will be relying on Cycling Canada’s LTAD model and in respecting of the Cycling Canada’s Companion Guide that highlights age categories and recommended race times for athletes of a given age category – recognizing that event organizers are sometimes limited with course constraints that would make an event shorter or longer than recommended.*

*<http://www.cyclingcanada.ca/wp-content/uploads/2012/06/Companion-Guide-2016-F.pdf>*

*The current focus of the content herein is on U17, U15 and U13 youth categories, with consideration given to further expand in the future. Event organizers may expand to include U19 and U11 categories at their events at their sole discretion.*

*All athletes shall start the season in their respective age categories unless a prior exemption has been granted to an athlete. During the current calendar year, after a minimum of two races are completed, an athlete may request an exemption to move up a category and submit it to Velo NB for review and approval. Examples would include, but not limited to, a U17 athlete wanting to move up to “B” or a U15 athlete to U17 category.*

*All exemption requests will be reviewed by the Velo NB discipline (Mountain Bike or Road/Cyclocross) Chair, Youth Development Chair, and Technical Director – Coaching. If one of the positions is vacant, the President will step in to temporarily fill the vacant position for the purpose of this request. Velo NB will advise the athlete and the event organizers of the decision made.*

*An exemption will be considered by Velo NB when all the following conditions have been met:*

- The legal guardian, and when applicable the coach, of the athlete submit and support the request.*
- The athlete is considered truly exceptional for his/her age group by continually dominating the current category by a significantly wide margin.*

*The athlete would also be considered competitive in (finishing in the top half of) the requested category.*

- The decision would not hinder the competitiveness of the current category and the development of the other athletes in the current category who would otherwise be striving to compete with the athlete in question.*

*An exemption would apply by cycling discipline. Given that the Cyclocross season is at the end of the Mountain Bike / Road seasons, an exemption may be given to an athlete prior to the Cyclocross season based on his/her results in the Mountain Bike / Road season or results in the previous Cyclocross season.*

*If an event doesn’t have all prescribed youth categories, for instance with Mountain Bike – XCM or Cyclocross events, then a temporary decision can be made on an event-by-event basis and perhaps even broadly (e.g. if an event only has a U17 category, then all*

*U15 could move-up to U17 for this specific event), in consultation with the event organizer. In this case, the event organizer would have the final approval based on Velo NB's recommendation.*

*All youth athletes moved up to a new category will see the series points adjusted with a formula before being moved to the new category.*

*An exemption to move down a youth category can also be requested if it is in the athlete's best interest given the circumstances of the request.*

*To further promote the competitiveness of the U17 categories, consideration will be given to start the U17's with/or at the back of the "B" category when U17's race the same course (less laps) as "B" category. This will be reviewed on an event-by-event basis to ensure that the course layout and projected race time respect Cycling Canada's LTAD model and Companion Guide."*

## Appendix B – Organizer-Provided Equipment List

This is a general list of equipment and supplies that **event organizers are responsible for providing**, unless they are using the **Velo NB Race Kit** (see Appendix D). If organizers **do not request the Velo NB Race Kit**, they must source all the necessary items listed in both **Appendix B and Appendix D** themselves.

### *Registration & Admin*

- Tables, chairs, and shelter for registration and timing/results
- Extra paper and clipboards
- Markers, highlighters, pens, etc.
- Poster board/Bristol board for on-site signage
- Cash box and float for on-site registration
- Laptop (if needed)

### *Race Day Supplies*

- Zip ties/twist ties (for plates)
- Safety pins (for jersey numbers)
- Duct tape
- Whistles (e.g., for DH races)
- Backup timing devices (e.g., phone, stopwatch)

### *Setup Tools*

- Hammer, sledgehammer, drill, saw, pliers, stapler, screws/nails

- Flagging tape and spare signage
- Cones, pylons, extra stakes
- Power cords and power supply

### *Logistics & Support*

- Radios/phones/batteries for communication
- PA system/bullhorn
- Safety vests, road signs, sunscreen, bug spray (as applicable)
- First aid kit
- Portable toilets and supplies
- Garbage bins/bags for clean-up

### *Hospitality (if applicable)*

- Coolers and ice (for drinks)
- BBQ and fuel (if cooking)
- Food, plates, napkins, utensils, condiments
- Prizes or awards
- 50/50 draw tickets (optional)

### Appendix C – Sample Event Laps poster / board

Sample Event Laps poster / board for an XCO event, to be adjusted based on racecourse and target race times:

| <b>EVENT LAPS</b>      |               |             |
|------------------------|---------------|-------------|
| <b>Category</b>        | <b>Female</b> | <b>Male</b> |
| <b>U11 Course:</b>     |               |             |
| U11                    | 2             | 2           |
| <b>U15/U13 Course:</b> |               |             |
| U15                    | 3             | 3           |
| U13                    | 2             | 2           |
| <b>Senior Course:</b>  |               |             |
| A - Open               | 4             | 5           |
| B - Expert             | 3             | 4           |
| U17                    | 2             | 3           |
| C - Senior Sport       | 2             | 3           |
| C - Junior Sport       | 1             | 2           |
| D - Novice             | 1             | 1           |

## **Appendix D: List of Equipment in the Velo NB Race Kit**

The following items are provided in the **Velo NB Race Kit**, which is stored in a towable trailer. Organizers must **request this kit in advance** by contacting the Executive Director. If any consumables are used, organizers are expected to **restock** them before returning the kit.

### *Safety & Emergency*

- First aid kit
- Neck collar
- Garbage bags (please restock if used)

### *Setup Tools & Hardware*

- Staple guns
- Nails (please restock)
- Staples (please restock)
- Spray paint (please restock)
- Measuring tape
- Wire cutters
- Rubber mallet
- Hammer

### *Stakes, Tape & Marking*

- 3 bins of plastic stakes
- 1 bin of wooden stakes
- Limited race tape
- Orange marshal flags

### *Signage*

- Directional and course signage:
  - Arrows
  - Start / Finish
  - Feed Zone
  - 1km, 500m, 200m, 100m markers

### *Course Equipment*

- 30–40 small orange cones
- Short cyclocross barriers

### *PA & Power*

- Generator
- Gas can (organizers must supply fuel)
- Stands for PA system
- Megaphone
- Podium

### *Trailer & Spare*

- Extra hitch (2")