

A General Guide to the Promotion of a Type A (Open) Event

Introduction

This guidance is written to supplement your reading and understanding of the Rules and Regulations as detailed in the current edition of Cycling Time Trials (CTT) Handbook.

The practical running of a Type A event is largely a matter of routine where actions require to be undertaken in a specific order, at an appropriate time. Experienced promoters generally have their own methods however; they broadly follow a standard routine. The following actions, set out in Calendar form, have been provided, as a guide, for Promoting Secretaries.

August/ September

Obtain the agreement and support from your club/organisation to promote an event. Complete a Type A (Open event) application form, obtainable from the District Secretary of the District in which the event is to be held. These forms are generally sent out to Club Secretaries in July/August. Completion of the form is self-explanatory.

All eligible events qualify towards the National Best All-Rounder (BBAR) Competition. This needs to be indicated on the form, in the appropriate section with a letter "B". Events nominated as BBAR events have specific entry conditions (detailed in the Handbook under *BBAR Competition Conditions*) which must be adhered to. If the event is to be eligible for the Women's BBAR Competition, you must reserve 25% of the field for women.

The event application needs to identify if Internet Entry will be accepted and if the Organiser's personal details can be published on the CTT website.

The District Secretary on behalf of the District Council (in whose District the event will be run) will organise a Date-Fixing Meeting. Make sure that you or a representative from your club/organisation attends this meeting. No CTT event can take place without the appropriate District Committee approval.

Should any part of the course you are to use extend into another District(s), details of the proposed event must be submitted to the appropriate District Secretary, no later than 1st October. This is often undertaken by the District Secretary on behalf of the event secretaries.

Having been allocated a date for your event, you are expected, with the assistance of your club/organisation or District Committee if necessary, to organise the event through to a successful conclusion.

January

Following publication of the year's Type A events in the CTT Handbook, and on the CTT website, arrange for a check that the details of your event are correct. If any of the details are incorrect, notify your District Secretary or nominated Assistant Secretary immediately, so that action can be taken at national level to publicise the amendment.

Book your Event Headquarters and arrange for your Approved Timekeepers (and a Handicapper if appropriate).

February

Ensure that if the event has been identified for Internet Entry and that your nominated Bank details have been added to your Organiser profile on the CTT website, so that monies received from the entries received through the system can be forwarded to the appropriate bank account once the Start List is online. A tutorial of the Internet User Guide is available from the CTT website.

Eight weeks before the Event

Secure from your District Secretary an up-to-date description of the course to be used, together with a copy of risk assessment for that course. Identify a club official(s) to represent your club at the Start and Finish points. Timekeepers should not undertake this role. Additionally, appoint a person to oversee the Signing On (and Signing Out) of riders and the collection of race numbers.

Complete to Police Notification Form (PNF) and send copies to the appropriate Police Authority of each police area through which the course passes and send a copy to the District Secretary. Retain a copy for your file. The District Secretary requires their copy at least six weeks before the event. Many Police authorities will accept notification by email; however, it is always prudent to send a copy by recorded post. As acknowledgement of receipt of the notification is not consistent across the country, confirmation of receipt by recorded delivery provides some confidence that the notification has been delivered.

The Road Traffic Act demands that Police have at least 28 days' clear notice of a time trial taking place. Giving less than 28 days, the Police can refuse you permission for the event to take place or can impose special or onerous conditions.

Appoint competent Observers and sufficient marshals to cover all points of the course, as indicated in the course risk assessment. In addition, the person who is tasked with the erection of safety signage in accordance with the course risk assessment should be identified.

Checking cards for use by marshals may be purchased from the National Secretary (Competitions and Development). Arrange for a number of checker cards at the Finish to record the numbers of the riders in the order they complete the course and

for this information to be conveyed to the Timekeeper. Also, arrange for the times to be communicated to the Result Board area, which should be situated away from the Finish area (generally at the Event HQ). Beware that mobile phone reception varies, especially out in the countryside, so it is worth checking prior to the event if this form of communication is to be adopted.

NB: Consider also at this stage, you may wish to appoint trained first aid personnel, including the provision of a first aid kit at the Event HQ should an accident occur during the event.

Four weeks before the event

Check the course against the course risk assessment and note any additional risks identified and which are likely to be permanent and/or remain until the event takes place. Take appropriate action, such as notifying the highway authorities of serious road defects, etc. Notify the District Secretary or nominated Assistant Secretary of the defects found and the action taken to modify the generic risk assessment. (Read notes in the Handbook on event abandonment, cancellation, postponement and delayed start).

As entries arrive

Check that:

- most entries will be via the CTT website but if you receive any postal entries, ensure that the current CTT entry form is acceptable (see note at bottom of Regulation 11) and has been signed by the entrant;
All entry forms must be signed by the rider, photocopied signatures are not valid
- any cheque included is properly completed;
- the entrant's club is affiliated to CTT;
- if the entrant is under 18 years of age, a parental consent form has been included and signed.

Return any form not properly completed to the prospective entrant. You may return/reject entries which will not be accepted before the closing date if you already have received more than a full field. This should enable the rider to enter another event if they so wish.

Check the en website to download entries made through the system. Monies received via the website will be transferred to the nominated Bank account once the event Start List has been published on the website.

The promoting club has the right to refuse any entry (subject to *BBAR Condition No. 4*)

On the closing date for entries

The closing date for event entries, whether through the website or post, unless it is a National Championship or is annotated with "NS" (Non Standard), should be at 23.59 hours on the Tuesday or Saturday 10 to 13 days prior to the event.

Select the field of riders in accordance with standard conditions as set out in the CTT Handbook and/or any published special conditions specific to the event. Return immediately, all excess entries, through the website or by First Class post.

Arrange the field of riders in accordance with the Regulations (CIT *Guidance Note No. 8 - Field Placement* is available to assist you in this important task). If the event is to be handicapped, your Handicapper may agree to arrange the field for you.

When preparing the Start List cover it must include the following information in order to comply with CTT Regulations. The event is being **"Promoted for and on behalf of Cycling Time Trials under its Rules and Regulations"**;

- the title of the event;
- the date of the event;
- the name and address of the Event Secretary (a telephone number is helpful);
- the name(s) of the Approved Timekeeper(s);
- the name (if applicable) of the Approved Handicapper;
- a full description of the course, with precisely stated Start and Finish points and intermediate distances;
- any applicable local Regulations;
- details of the prize awards stating whether medals, trophies or prize values. The method (if applicable) of selecting special groups for awards;
- the event Start time;
- the number, names and clubs of the competitors in their starting order;
- in events open to both sexes, women riders must be indicated by the symbol "W";
- designated point for collecting numbers and signing-on/signing-out;
- upload the Start List to the CTT website using the template provided for publishing on the website and, if appropriate, to your club's publicity/Press officer;
- ensure the cover sheet (with all the above details) is added to the website at the same time as submitting the Start List for publication, you can add your own version or use the template on the Event dashboard;
- levies for the number of riders on the Start List are taken by National at source, including any manual entries; the remainder of the online entry fee is then transferred to the Organiser's bank account.

At least five days before the event

Despatch a copy of the full Start List, including the rider list, via the CTT website, or by email or First Class post, to the District Secretary, all competitors and officials, including the Timekeepers. Include any specific instructions to the marshals and checkers {see *CIT Guidance Note No. 11 - Marshals and Checkers*}. If considered appropriate, prepare clerking sheets and marshals checking cards

NB: To comply with the CTT Data Protection Policy, start lists, when emailed, should be sent using the BCC function, thus avoiding distribution of personal email information.

On the day of the event**At the Start/ Headquarters**

Prior to the event commencing, an appropriate person should travel the course to identify if any additional issues have arisen that are not detailed on the course risk assessment, i.e., broken down vehicles, road works, local shows etc. Details of any such issues should be recorded on the "On the Day Risk Assessment" proforma, and displayed next to the Signing-On sheet, so as to bring attention of all the riders. Event official's attention should be drawn to any such identified issues. This individual may also be the person identified to position the cycle event safety signage.

Confirm the appropriate signage has been positioned in accordance with the requirements of the course risk assessment. "CIT Guidance Note No.17 - The Erection of Cycle Event signage", provides information on the safe erection and positioning of signage.

Check on arrival of, whilst ensuring they are adequately briefed, as to their duties:

- the official(s) named on the police notification form;
- the Official Observer;
- the Timekeepers;
- the appointed person to supervise;
- the signing of the Signing-On and Signing-Out sheet;
- the collection of competitors' race numbers;
- if necessary the drawing of the rider's attention to any additional instructions arising from the latest inspection of the course;
- the Starting Stewards (or Holders).

In accordance with the course risk assessment, locate the precise Start point to ensure all marshals and officials are wearing Hi-Viz jackets/tabards to indicate their association with the event.

Take with you all the riders' completed entry forms, emergency contact details of any internet entrants and Police correspondence. It is important that the emergency contact details are retained at the Event HQ during the event, in case there is an accident/incident.

Arrange, if considered appropriate for a pilot vehicle to precede the first rider, carrying spare marshals/spare Hi-Viz clothing, to cover any breakdown in the arrangements. Ensure there is a first aid kit at the Event HQ.

At the Finish

Confirm the position of the Finish point and mark it with a chequered flag or board.

Check on the arrival of:

- the official(s) named on the police notification form;
- the Timekeeper;
- the number checker;
- timekeeper's Recorder;
- ensure the means of transferring the results to the result board is satisfactory.

After the event and prior to the Prize giving

Make sure that all riders have signed-out and returned their race numbers. If a competitor has not signed-out by the time the event has drawn to a close, then as a duty of care, try to contact the rider to ensure they are safe. If necessary, please also check with marshals/race officials/timekeepers to try to confirm that the rider is safe and completed the course. Any rider who has not personally signed-out will be deemed to have not finished the event (see *CTT Regulation 17(b)*). If there are any concerns for a competitor's safety or well-being, contact the District Secretary for advice.

Once all competitors have been accounted for, check, in conjunction with the Timekeeper(s), that the recorded times are correct on the Result Board. Establish that all competitors who are credited with a time or distance have completed the full course and have signed the Signing-out sheet.

Immediately after the Prize giving (if appropriate)

If possible, email the full result to Snowdons Sport: newsdesk@sbowdons.co.uk

Refer any issues relating to the event or of the conduct of any riders in the event to the District Secretary. Report any accidents to both the District Secretary and the National Chairman. Notify the District Secretary of any updates required to the generic risk assessment.

Within seven days of the event

Prepare the Results cover sheet. This must include the following information in order to comply with CTT Regulations:

- that the event was "**Promoted for and on behalf of Cycling Time Trials under its Rules and Regulations**";
- the title of the event;
- the date of the event;
- the name and address of the Event Secretary;
- the name(s) of the Approved Timekeeper(s);
- the name (if applicable) of the Approved Handicapper;
- details of the Prize winners and their awards stating whether medals, trophies or prize values;

- the names and clubs (including sponsors) in order of the principal award;
- in events open to both sexes, women riders must be indicated by the symbol "W";
- a Note of Thanks to all those who helped to make the event possible is generally appreciated.

Within 28 days of the event

Ensure that the Result cover sheet (you can upload your own version or use the template that is provided on the event dashboard) is uploaded to the CTT website at the same time as the results are submitted for publication. You can email the entrants via the website to inform them that the results are published. Prizes other than certificates, medals or trophies should be despatched to the Prize winners. Certificates, medals or trophies should be despatched or presented within 12 months of the event.

NB: To comply with the CTT Data Protection Policy, start and results lists, when emailed, should be sent using the BCC function, thus avoiding distribution of personal email information.

General Note

Entry forms and Signing-in and Signing-out sheets should be retained for at least one year. If there is an accident, the Accident Reporting form should be retained for at least seven years.

IF YOU ARE IN ANY DOUBT, OR SIMPLY WISH TO HAVE SOME ASSURANCE, DO NOT HESITATE TO CONTACT YOUR DISTRICT SECRETARY OR DISTRICT CHAIRMAN FOR ADVICE

Document history

Date of Issue	Reason of Revision	Author
January 2001	New edition	PA Heaton (RTC National Secretary)
December 2002	Road Time Trials Council (RTTC) became Cycling Time Trials (CTT), a Company limited by guarantee	PA Heaton (CTT National Secretary)
November 2022	Revised to reflect current UK GDPR, CTT Articles, Rules and Regulations	David Barry (CTT Board Director)