



SPECIFICATIONS FOR ORGANISERS

MARCH 2020 VERSION



These specifications are a supplement of the UCI Regulations for all races that are part of the UCI WorldTour, UCI Women's WorldTour and Men Elite UCI ProSeries. Organisers are obliged to observe the various requirements of this document as well as of the UCI Regulations. In addition, organisers must also take into account the prevailing laws and regulations of the country in which the event is to be held. The specifications give details of the standards to which organisers must conform.

TABLE OF CONTENTS

PART A RELATIONS WITH TEAMS	4	6. TIMEKEEPING, RESULTS AND CLASSIFICATIONS	17
1. ACCOMMODATION AND CATERING FOR TEAMS	4	6.1 ROAD RACES	17
1.1 ACCOMMODATION FOR TEAMS FOR ONE-DAY RACES	4	6.2 TRANSPONDERS	18
1.2 ACCOMMODATION FOR TEAMS FOR STAGE RACES	4	6.3 TIME TRIALS	18
1.3 SELECTION OF HOTELS	4	6.4 DRAWING UP CLASSIFICATIONS	19
1.4 PRINCIPLE OF EQUITY BETWEEN TEAMS	4	6.4 PODIUM CEREMONIES FOR UCI WOMEN'S WORLDTOUR EVENTS	19
1.5 PRIOR COMMUNICATION BETWEEN TEAMS AND HOTELS	4	7. TECHNICAL GUIDE	20
1.6 PARKING	4	8. RIDERS' SAFETY	21
1.7 PARAMEDICAL ASSISTANTS	4	8.1 MOBILE ESCORT	21
1.8 SETTLEMENT OF ACCOMMODATION EXPENSES / EXTRAS	5	8.2 STATIONARY MARSHALS	21
1.9 ACCESS TO KITCHEN	5	8.3 PREPARING THE COURSE AND MARKING OBSTACLES	21
PART B EVENT OPERATIONS	6	8.4 RISK PREVENTION	22
2. RACE ROUTE	7	9. MEDICAL SERVICES	24
2.1 SELECTION OF RACE ROUTE	7	9.1 BASIC PRINCIPLES	24
2.2 DISTANCE OF STAGE RACES	7	9.2 RESOURCES REQUIRED	24
2.3 SCHEDULED FINISH TIMES	7	9.3 DISTRIBUTION ON THE GROUND AND INTERVENTIONS	25
2.4 TRANSFERS IN STAGE RACES	7	10. RADIO TOUR	26
2.5 TRANSFERS AND REST DAYS	8	11. TV PRODUCTION	27
2.6 TIME TRIALS	8	11.1 RESOURCES REQUIRED	27
2.7 FEED ZONE	8	11.2 RACE INFORMATION SYSTEM	28
2.8 LITTER ZONE	8	11.3 STANDARD FORMAT OF INTERNATIONAL SIGNAL	28
2.9 SUMMIT FINISHES	8	11.4 GUIDELINES FOR TV MOTORBIKES	28
2.10 SUBSTITUTE ROUTE – PLAN B	9	11.5 TV PRODUCTION AND SPORTING CONTROL OF THE RACE	31
2.11 THE OFF-RACE ROUTE	9	11.6 VIDEO REFEREEING - TV SUPPORT COMMISSAIRE	31
2.12 PREPARATION OF THE ROUTE	9	PART C COMMUNICATION	32
2.13 POINTS TO BE INDICATED ON THE ROUTE	9	12. MEDIA RELATIONS	33
3. THE START AREA	10	12.1 ACCREDITATION	33
3.1 ACCESS TO THE START AREA	10	12.2 START AREA	33
3.2 PARKING	10	12.3 FINISH AREA	33
3.3 SIGNING-ON PLATFORM	10	12.4 PRESS ROOM	33
3.4 MIXED ZONE (MEDIA/RIDERS)	10	13. WEBSITE AND SOCIAL MEDIA	34
3.5 THE START LINE	10	13.1 WEBSITE	34
3.6 BIKE CHECKS	11	13.2 SOCIAL MEDIA	34
4. THE FINISH AREA	12	13.3 SPECIAL PROVISIONS FOR THE UCI WOMEN'S WORLDTOUR	35
4.1 SECURITY STAFF	12	PART D USEFUL DOCUMENTS	36
4.2 PARKING AT THE FINISH AREA	12	CONTACTS	38
4.3 SIGNPOSTING AT THE FINISH AREA	12		
4.4 THE FINISH LINE	12		
4.5 THE DEVIATION	13		
4.6 PHOTOGRAPHERS AT THE FINISH LINE	13		
4.7 TEAM ASSISTANTS AT THE FINISH LINE	13		
4.8 AREA FOR JOURNALISTS AT THE FINISH LINE	13		
4.9 AWARDS CEREMONY AREA	13		
4.10 DOPING CONTROL STATION	14		
4.11 RIDERS' AREA	14		
5. RACE VEHICLES	15		
5.1 REGULATOR MOTORBIKE	15		
5.2 NEUTRAL SERVICE VEHICLES	15		
5.3 FOR ALL VEHICLES	15		
5.4 FOR PHOTOGRAPHERS' MOTORBIKES	15		
5.5 FOR RADIO AND TV COMMENTATORS' MOTORBIKES	16		
5.6 FOR LIVE TV MOTORBIKES	16		
5.7 FOR TV NEWS CAMERA MOTORBIKES (ENG)	16		



PART A

RELATIONS WITH TEAMS

1. ACCOMMODATION AND CATERING FOR TEAMS

The specifications are limited to the arrangements for team personnel. They do not refer to the accommodation conditions for organisation staff, commissaires, the media, etc.

The organiser pays a **participation fee**, the rate of which is set annually by the UCI. This covers each team's accommodation and travel costs.

The Financial Obligations document published by the UCI provides further information on participation fees.

1.1 ACCOMMODATION FOR TEAMS FOR ONE-DAY RACES

The participation fee shall be increased by the amount prescribed for one-day events if a team cannot commence return travel after the event due to the time of the finish; arrangements in this respect should be agreed by the organiser and each team when information is sent to the team and at the latest one month before the event.

The organiser, using its knowledge of hotels in the region, may provide the teams with a list of hotels suitable to their needs. Each team then contacts a hotel and pays for all expenses relating to its stay.

1.2 ACCOMMODATION FOR TEAMS FOR STAGE RACES

In stage races, the organiser **bears the teams' accommodation costs** from the day before the start until the final day. The organiser pays for an additional hotel night if a team cannot commence return travel after the event due to the time of the finish. Arrangements in this respect should be agreed by the organiser and each team when information is sent to the team and at the latest one month before the event.

1.3 SELECTION OF HOTELS

Quality accommodation is not synonymous with luxury accommodation. In general, participants agree that the most important issues are cleanliness, proximity, practicality, security, conviviality, **reception and the quality of food** rather than luxury. Facilities such as swimming pools, gyms, tennis courts, etc. are of no use to participants in a cycle race. On the other hand, a large parking area to accommodate all the team vehicles and provide space for the mechanics to maintain the bikes is indispensable.

If there are not enough hotels in a town or region to accommodate all the participants, **priority of accommodation should be given to the teams** as the riders need to recuperate. Officials, journalists, sponsors and staff may have to travel a short distance to reach their accommodation.

In some regions, there are simply no hotels. The organiser must take problems such as these into account when designing the race route.

Riders and team staff must be accommodated in rooms for a maximum of two people. Rooms for two people must have two separate beds.

Each team must inform the organiser of the number of hotel rooms required at least one month before the event.

1.4 PRINCIPLE OF EQUITY BETWEEN TEAMS

In stage races, **it is up to the organiser to draw up a list of hotels where the teams will stay and to allocate the teams to the various establishments**. The organiser should observe strict impartiality between the teams when conducting this allocation. If the hotels are of varying quality, a rotation system should be used to ensure that the teams all accumulate the same number of hotel stars by the end of the race.

Example: if, during a two-day race, team A stays in a two-star hotel on the first night and team B stays in a four-star hotel, it must be ensured that the following night team A stays in a four-star establishment while team B is accommodated in a two-star hotel. Every team must accumulate the same number of hotel stars over the course of the event.

1.5 PRIOR COMMUNICATION BETWEEN TEAMS AND HOTELS

The organiser must provide the teams with the accommodation list **at least a month prior to the event**. Teams are requested to contact their hotels as soon as they get the accommodation list in order to arrange their stay. The organiser should also inform the hotels that the teams will be in touch to make arrangements.

1.6 PARKING

The hotel must **reserve parking places for each team's vehicles**.

At least one month before the event, each team must inform **the organiser of the number of vehicles** it will bring to allow the organiser to reserve an appropriate number of parking places.

A **water supply** (1 hose per team) and an **electricity supply** (1 connection point per team) must be provided in the vicinity of the parking area.

This service must be included in the accommodation arrangements and must not be invoiced to the teams.

1.7 PARAMEDICAL ASSISTANTS

Masseurs bring a massage table with them which they usually set up in their rooms. Masseurs need extra bath towels to cover the table and for use by the riders during the massages. The hotel should supply additional bath towels and bed sheets to each team for this purpose. If the hotel has other rooms that could be used for the riders' massages, these may be offered to the masseurs. This option is recommended when the hotel rooms are small and it is difficult to set up a massage table.

The evening before, or on the morning of the stage, the masseurs also prepare race food. They may request access to the hotel kitchen to prepare the feed bags (cutting and packing energy bars, cakes, fruit, etc.).

The teams are responsible for purchasing the required supplies for the race food; the hotels should not be requested to provide this.

Several kilograms of ice should be made available to the teams before each day's racing (ice cubes, frozen water bottles, etc.). In general, teams request up to 20 kg of ice (depending on the weather conditions)..

1.8 SETTLEMENT OF ACCOMMODATION EXPENSES / EXTRAS

It is not unusual for problems concerning the payment of bills to arise between the teams, organiser and hotels. These problems are generally the consequence of **poor organisation and a lack of prior communication**.

It is often the case that a team will request the hotel/restaurant for **additional services known as "extras"** (telephone, laundry services, additional meals, drinks at the bar, etc.). These additional services should be paid for by the teams.

In order to avoid any misunderstandings, it is advisable to use a document known as a "voucher" for each hotel and/or restaurant. The voucher can be exchanged for hotel services and is given to the team representative by the organiser. It describes exactly what services the team will receive without having to pay (an example is provided below). The team representative should present this document to the hotel upon arrival. The latter will carry out the services described on the voucher without invoicing the team; the organiser pays the hotel directly. The hotel should come to an agreement with the team representatives in order to define how any additional costs will be settled.

1.9 ACCESS TO KITCHEN

In some stage races, mainly grand Tours, some teams bring their own chef. When making use of the hotel kitchen, team chefs must collaborate with, and show respect to, the hotel staff. **Teams must inform the organiser** several weeks before the event if they want to bring their own chef. This allows the organiser to make the necessary arrangements with the hotel so that the team chefs can have access to the kitchen as required (possibly early in the morning and/or late at night).

THE FOLLOWING TEAM:

(team name)

staying at

(name of hotel)

shall have the following expenses settled by the event organiser:

..... (number) **of twin-bed rooms from**/...../..... (date) **to**/...../..... (date)
 (number) **of single rooms from**/...../..... (date) **to**/...../..... (date)
 (number) **of evening meals by**/...../..... (date)
 (number) **breakfasts by**/...../..... (date)
 (number) **of bottles of water**

All other expenses shall be settled by the team upon checking out.

Drawn up on/...../..... (date)

organiser's signature :

Copies : 1 copy for the hotel

1 copy for the team

.....



PART B

EVENT OPERATIONS

2. RACE ROUTE

2.1 SELECTION OF RACE ROUTE

Sporting considerations and the riders' safety are paramount in selecting the course.

When drawing up the route, the organiser should take care to **avoid locations or situations that may present a safety risk for the riders**. If there is a choice between different routes, that involving any potential dangers such as narrow roads, dangerous junctions, heavy traffic, bottlenecks, roads in poor condition and road works should be avoided. If the organiser has no alternatives at certain points the route, then special arrangements may be required to guarantee the riders' safety.

If a bunch finish is expected, the organiser must take care to avoid obstacles such as road narrowings, traffic islands and speed bumps in the last 20 kilometres. It is essential that there are no such obstacles in the last kilometre. If there are obstacles that it is impossible to move, the organiser shall provide adequate signage (audible warnings and bollards, yellow flags, etc.) to guarantee the safety of the riders. The organiser will also provide the teams with a risk assessment of the last 3 to 5 kilometres in the weeks before the event. The proposed route must conform with the criteria set out in the Organiser's Guide to Road Events as well as the UCI Regulations, and in particular article 2.2.015* which, in general terms, establishes that the course of a road event is defined by paved roads accessible to motor traffic and from which the riders must not deviate.

The UCI administration provides the organiser with a form to facilitate the presentation of the proposed route, including the following information:

- Number of stages
- Distance and profile of the event or stages
- Details of the specific sporting aspects: circuit races, prologue, time trials, feed zones as well as the various classifications
- Details of the safety aspects: danger zones such as roads with obstacles, narrow roads, twisty descents and poor road surfaces
- Details of special arrangements to ensure safety in the danger zones described above
- Crowd control, in particular at the most important sporting sections (climbs, mountain passes, cobbled sections, etc.)
- The length of scheduled transfers and/or transits to hotels

The organiser must submit its proposed route to the UCI administration taking into account the following requirements:

- For all events on the UCI WorldTour, UCI Women's WorldTour and UCI ProSeries calendars, before any approach to the authorities and the official presentation.
- The UCI undertakes to observe the strictest confidentiality with regards to information received from organisers.

Upon receipt of the proposed route, the UCI may issue an opinion on the basis of the elements described above, and may advise the organiser to conduct additional arrangements and/or modifications of the route, without prejudice to article 1.2.130 of the UCI Regulations.

It should be noted that certain events on the UCI WorldTour and UCI Women's WorldTour calendars that have featured more or less the same unpaved sections of race route over several years, such as cobbles or gravel roads, and are historically recognised for these special sections, will be retained. However, the organisers will still be required to submit their proposed routes, with details of these sections listed on the questionnaire provided for this purpose.

2.2a DISTANCE OF STAGE RACES IN THE UCI WORLDTOUR

MAX. AVERAGE DAILY DISTANCE*	MAX. STAGE DISTANCE
180 km <small>* the distance of the prologue is not considered when calculating the average daily distance.</small>	220 km <small>Half-stages are not allowed</small>
MAX. DISTANCE FOR INDIVIDUAL TT STAGE	MAX. DISTANCE FOR TEAM TT STAGE
60 km	60 km

The total distance of Grand Tours is limited to 3,500 km. The organiser may be authorised to include a maximum of two stages over 220 km and under 260 km.

2.2b DISTANCE OF STAGE RACES IN THE UCI WOMEN'S WORLDTOUR

MAX. AVERAGE DAILY DISTANCE*	140 km
MAX. STAGE DISTANCE	160 km
MAX. DISTANCE FOR INDIVIDUAL TT STAGE	40 km
MAX. DISTANCE FOR TEAM TT STAGE	50 km

* The prologue is not considered when calculating the average daily distance

2.3 SCHEDULED FINISH TIMES

In road races and stage races, the scheduled finish time should be before 17:30 local time (based on the average scheduled finish time).

2.4 TRANSFERS IN STAGE RACES

Transfers must be well planned and ensure the equal treatment of all teams.

- In long stages, it is preferable to have **short transfers before and after the stage**; the organiser should take this into account when designing the route.
- The **limit authorized is 2h00** average of transfers per race day over the duration of the event.
- Transfer time: The transfer time includes the time to travel from the stage finish area (or the teams' hotels) to the transfer venue (railway station, airport, port) as well as check-in and boarding time, travel time and connection to hotels. The time considered will be that of the team with the longest transfer.
- The means of transfer can be by air, sea, rail, road, etc.

If, for most teams, a long transfer (nearly two hours) is planned after a stage, the scheduled finish time should be before 16:30.

- For a Grand Tour, the accumulated transfer distance must not exceed 2,000 km. In order to provide the teams with optimum information, the estimated transfer times should be included in the route guide.

- To facilitate transfers, special attention should be paid to arrangements to assist teams leaving the finish area. **Signposts** must be provided from the finish area and, if necessary, **an escort provided for a convoy** of team vehicles from the finish area to the nearest motorway or major road.
- The transit to hotels after a stage must guarantee that all teams receive equal treatment and minimise the carbon footprint. All teams must use the means of transit provided by the organiser.

In the case of a finish at a location where it is particularly difficult for vehicles to leave, the organiser should ensure the necessary arrangements are made to assist any riders detained for podium ceremonies, press conferences and/or anti-doping controls in returning to their hotels.

2.5 TRANSFER DAY

- A transfer day must be arranged for a long transfer.
- A transfer day cannot be considered a rest day.
- A transfer day and/or an additional rest day are included in the calculation of the authorised number of racing days.

Depending on transfer durations, transfer and rest days should be scheduled as follows:

- **Under two hours** = authorised
- **Over two hours, 3 options:**
 - Transfer day for the following day
 - Rest day if the transfer take place after the stage
 - short stage less than 3h00 with a departure after 14h00
- Transfers of over four hours are prohibited; however, consultation with the UCI is possible. Riders and staff must be able to spend a minimum of 13 consecutive hours in their hotel between two stages.

2.6 TIME TRIALS

Once the time trial starts, the course should only be used by the competing riders and vehicles following a rider.

The morning of, or the day before the race, the organiser will provide a training session during a planned time slot that has been communicated to the teams. **The riders must be able to do a reconnaissance ride on the exact full course** (including going the wrong way up one-way streets, etc.), observing the organiser's safety instructions as well as the rules of the road if the route is not completely closed to traffic:

- For a prologue, this reconnaissance must be possible the day before or on the morning of the event.
- During a stage race, this reconnaissance must be possible on the morning of the stage.
- If a stage race starts with a team time trial, the reconnaissance of the course must be organised for the day before the start.
- The organiser must provide specific priority parking spaces for each team at the start of time trial events or stages. The organiser will ensure that each team has the necessary space for the following vehicles:
 - A bus with sufficient adjacent space for riders to warm up
 - A workshop truck
 - Two following vehicles
 - All other team vehicles must use the alternative parking specified by the organiser
- Avoid narrow roads as much as possible in order to make it easier for riders to receive technical assistance.

2.7 FEED ZONE

A feed zone is a dangerous place; accidents often occur here. For this reason it is essential to consider the location of the feed zone with care in order to maximise the riders' safety.

- The feed zone is generally 500-1,500 m long.
- It must be located away from built-up areas on a flat, or preferably slightly uphill, section of road, in this way making it easier for the team assistants and allowing the riders to catch hold of food bags. A feed zone on a downhill section is not allowed under any circumstances.
- It is important that all the teams are subject to the same conditions at the feed zone (all teams on the same false flat, same straight section of road, etc.).
- It is preferable for the feed zone to be on a straight section of road so that the riders can identify where their team assistants are standing sufficiently in advance.
- There must be enough space (parking, verges, etc.) to allow team cars to park without hampering the flow of traffic before the race arrives and to avoid any risk to the riders.

2.8 LITTER ZONE

In road stages, it is essential to **provide three litter zones** where the riders can dispose of unwanted items (empty bottles, packaging, food bags, etc.).

AT THE FEED ZONE

- the **first litter zone** is located in the 200 m prior to the start of the feed zone,
- a **second litter zone** is located in the 200 m following the end of the feed zone (as a minimum, to be adapted to the specific features of the route).

NEAR THE END OF THE RACE

- a **litter zone**, 200 m in length, located between 20 km and 10 km from the finish.

The organiser must ensure that the litter zones are cleaned up after the riders have passed through.

2.9 SUMMIT FINISHES

All riders must be able to receive mechanical assistance on the final climb to a summit finish. Team vehicles must be able to follow the race route.

The organiser shall inform the teams, before the event, of the special arrangements at summit finish areas:

- Locations of parking areas and structures: podium, antidoping post, riders' area.
- Arrangements for leaving the finish area and transfer (Ensure compliance with the transfer conditions set out in section 1.4).

2.10 SUBSTITUTE ROUTE – PLAN B

In some early-season races, particularly those held in mountainous regions, it is important to be able to implement appropriate measures to counter weather conditions that may make the initially scheduled route impracticable. The weather conditions may deteriorate (snow, ice) and the route become unsuitable for the riders, in particular on climbs and descents. Under such conditions, it is not acceptable to allow the race to set out on the initially conceived route.

Weather updates should be consulted the evening before the race. If necessary, an alternative route (plan B) should be proposed by the organiser and the authorities. This route will be shared and approved with the President of the Commissaires' Panel and representatives of teams and riders in accordance with the [Extreme Weather Protocol](#).

2.11 THE OFF-RACE ROUTE

The off-race route does not use the same roads as the race and is provided for logistical purposes (to allow vehicles to get to the finish and certain strategic points quickly) and/or safety reasons (to make sure that the race route is only used by essential vehicles).

The organiser may provide **different off-race routes**:

- for vehicles used by organisation staff, the media and others who want to go directly from the start area to the finish,
- for team vehicles needing to get to the feed zone and (subsequently) the finish area,
- for guest vehicles to access strategic points of the race such as climbs, sprints, etc.

If an **off-race route** is specified, **details must be given in the technical guide**. If, in places, the off-race route shares the road with the race route, for example at the summit of a climb, the technical guide must indicate the schedule for vehicles entering the common section of route and more specifically the time at which unauthorised vehicles must be clear of the race route.

The **distance and journey times** between the start and finish areas using the off-race route **shall be given in the route guide**. The organiser should remind the drivers of all vehicles on the off-race route that they must respect the prevailing rules of the road.

2.12 PREPARATION OF THE ROUTE

DIRECTION SIGNS

- The course must be signposted to a very high standard from the start to the finish line. The direction arrows should leave no doubt about the direction to follow.
- The signs should be a bright colour (e.g. yellow background, black lettering). The direction arrow must stand out; the arrow must be visible at a distance of 50m.
- The organiser must ensure there is sufficient signposting and be aware of the number of arrow signs required for a change of direction (e.g. 100m before the junction + 50m before the junction + at the junction + 20 m after the junction).
- Both the entry into a junction and the exit from it must be signposted.

SPORTING INFORMATION SIGNS

- Sporting information signs include items such as boards, banners and inflatable arches.
- The signs should be a bright colour (e.g. yellow background).

2.13 POINTS TO BE INDICATED ON THE ROUTE

The following points must be indicated:

- 0 km (start proper).
- 30 km (located 30 km from start proper).
- Feed zone start and finish.
- Litter zone start and finish (located before/after the feed zone and 20 km from the finish). It is preferable for these signs to be green.
- 25 km, 20 km, 10 km, 5 km, 4 km, 3 km, 2 km from the finish.
- Final kilometre: indicated by a triangular red flag known as the red kite. Banners may not be suspended between the red kite and the finish line.
- Only the final 3 km should be signposted on finishing circuits. The number of laps remaining should be indicated by a lap counter at the finish line. The last lap is indicated by ringing a bell.
- In time trials, the distances should be indicated at least every 5 km, and every kilometre for uphill time trials.
- Distance signs must be placed at 500 m, 300 m, 200 m, 150 m, 100 m and 50 m from the finish line.
- The various competition points (mountains competition summit [KoM], intermediate sprint, etc. counting towards a classification) must be indicated by signs showing the number of kilometres/metres before the KoM or sprint line.

If necessary, the organiser must place warning signs ahead of potentially dangerous parts of the course such as road narrowings, tight bends, certain mountain descents, etc. (see Safety section).

INFLATABLE STRUCTURES

As set out by article 2.2.015 of the UCI Regulations, the installation of inflatable structures on or over the road shall be prohibited from 1 January 2022, except for marking the start line. Between 1 January 2018 and 1 January 2022, the installation of inflatable structures on or over the road shall be authorised solely for marking the start line, the last kilometre of the race and the finish line, under the following conditions:

- The inflatable structure is equipped with two motors and two blowers operating simultaneously; the structure must remain in position even if one of the two motors fails;
- at least one of the two blowers is powered by a petrol generator;
- each structure must be secured to at least 10 anchor points.
- the generators for each structure must have sufficient fuel for the duration of the event.
- at least one technician must be posted at each arch at all times. This technician must be experienced and able to react very quickly in the event of a problem. The technician must regularly check the fuel, the generator set, the guy lines to the anchor points, etc.

3. THE START AREA

3.1 ACCESS TO THE START AREA

Signposts must be installed from the **various points of entry to the start town**. The signs should be highly visible (e.g. red background, white lettering).

Special attention must be paid to ensuring ease of access to the start area for teams. In Grand Tours, teams work to a very tight schedule. In some towns it may be necessary to cooperate with the authorities to ensure special access or an accompanied convoy of team vehicles to allow them to reach the start area 75-90 minutes before the start. The organiser shall inform the teams if such an arrangement is to be implemented.

Access to the start area is through one or more Obligatory Passage Points (PPO).

The PPO is the point through which all race vehicles must pass. Signs indicating the way to the PPO are put up at the various entry points to the town. Vehicles are directed from the PPO to the appropriate parking areas by specific signs and/or marshals. The PPO allows accredited vehicles that are authorised to enter the start area to be filtered from other vehicles.

The organiser should provide the GPS coordinates of the Obligatory Passage Points (PPO) in the technical guide.

3.2 PARKING

Parking arrangements are crucial to the successful organisation of a start area. This consideration is fundamental to the choice of location. Given that all the vehicles involved in the event will be in the same place at the same time, sufficient space is required so that they can all park, manoeuvre and move away without hindrance. As far as possible, parking areas should be free of obstacles, including height and width restrictions (barriers) as well as kerbs and street furniture, such that all vehicles can park without problem. It is particularly important that buses, campervans and mobile workshop trucks can manoeuvre at team parking areas. The organiser should put up (colour-coded) signs to allow the various groups to easily find their parking areas. The arrangement of the parking areas should correspond to the position of the vehicles during the race. However, the organiser is free to arrange the vehicles in any way desired. There is no standard solution, the arrangement of vehicles and parking areas depends on the event, the configuration of the start area and the organiser's preferences.

TEAM PARKING

- Team parking must be on tarmac or another hard surface to allow the cyclists to move about. The parking area must be sufficiently large – approximately 5,000 m² – to allow all teams to park.
- If the teams are dispersed around various parking areas, signposting must be used to indicate the route from each parking area to the signing-on platform and start line.
- Toilets must be installed in the team parking area when the team buses do not have access to the parking area or for events outside Europe where the teams cannot use their usual team bus. Organisers of UCI Women's WorldTour events must provide toilets in all cases.

3.3 SIGNING-ON PLATFORM

The signing-on platform is an obligatory passage point for all riders (except for time trials). This area should be covered and accessible only to accredited persons. Bike stands, with a recommended capacity of 18 bikes, should be available to the riders below the platform.

3.4 MIXED ZONE (MEDIA/RIDERS)

A mixed zone is set up immediately next to the podium. This area is reserved exclusively for the media while riders pass through before and after their attendance at the signing-on platform. The mixed zone affords journalists privileged access to the riders, team managers and team press officers for interviews.

The organiser should ensure that the public address system in this zone does not hinder the work of the media representatives.

3.5 THE START LINE

A start corridor is formed by **barriers positioned at least 100 m before and 100 m after the start line**. The organiser may however decide to increase the length of the barriers depending on the number of spectators expected to attend. The width of the start corridor should allow 8-10 riders to stand side by side. The start line should be indicated by a banner or gantry (inflatable arch, etc.) bearing the inscription "Start".

NEUTRALISED START

The route between the neutralised start and the start proper must be subject to the same **safety precautions** as the actual race route (i.e. protection of obstacles, yellow flags to indicate danger if necessary, etc.). The neutralised section must not exceed 10 km.

THE START OF TIME TRIALS

The configuration of the start of a time trial involves some special features that require additional structures compared with a road race start. The priority for a time trial start is easy, fluid movement around the whole start area. It is essential that riders can observe their start times in a time trial. The riders should be able to access the start ramp with ease. Arrangements should be made to facilitate this (security staff, signposting, barriers, etc.). **Each team must be able to park their vehicles** at the time trial start area, namely a bus, mobile workshop truck and two team cars. The teams must have sufficient space to allow the mechanics to prepare the bikes and the riders to warm up on their home trainers. As there is a lot of coming and going of sport directors' cars, there must be enough space at the parking area to allow the traffic to keep moving.

NAME PLATES

In time trials, the organiser must **attach name plates to the sport directors' cars** or technical service vehicles. The plate displays the name of the rider who precedes the vehicle.

START RAMP

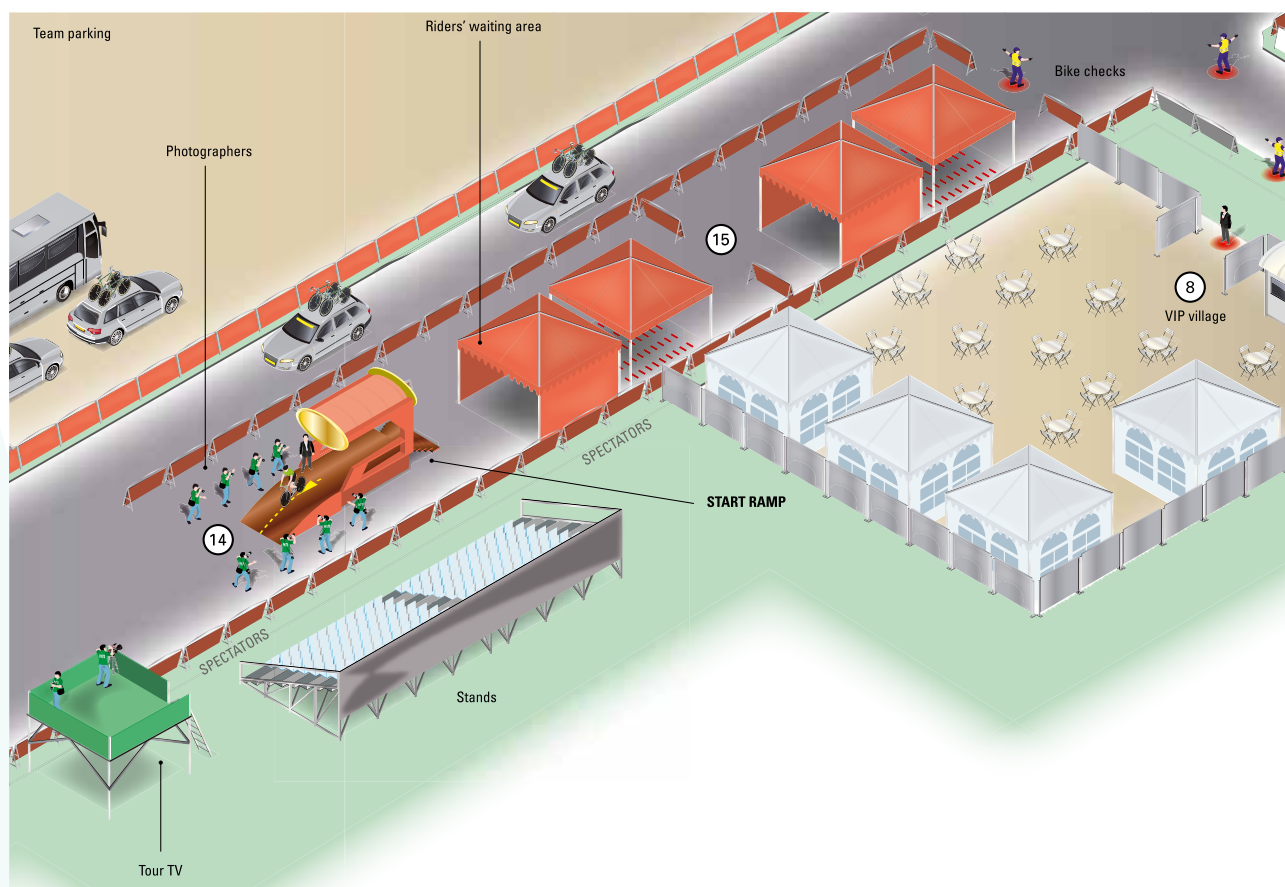
A minimum of **100 m of barriers are set up** after the start line of a time trial. The start ramp must be covered, approximately 80 cm to 1 m above the ground and of a sufficient size to accommodate the starting rider and bike, the bike holder and two commissaires. The ramp extends as an inclined plane down which the rider commences the time trial. The ramp is of sufficient length and has a gentle slope to make sure the rider can safely proceed onto the road. The whole of the start ramp should have an anti-skid coating to avoid any risk of falling in the case of rain.

3.6 BIKE CHECKS

The bike check area must be located behind the start ramp. This area is only accessible by the riders, team helpers and commissaires. The area must be enclosed by barriers to allow access to be controlled. A tent of sufficient size should be set up to allow shelter from the elements while the bikes are checked. The ground must be level to allow checks to be conducted using a jig. The organiser should provide a waiting area for the riders between the bike check area and the start ramp; this area should be covered, with chairs and a supply of mineral water.

The organiser must provide the members of the Commissaires' Panel with:

- 1 measuring jig for an individual time trial,
- 2 measuring jigs for a team time trial.



4. THE FINISH AREA

In the same way as the start area, the finish area must be carefully prepared to make sure that all procedures run as smoothly as possible. The whole site must be organised in order to optimise the safety conditions.

4.1 SECURITY STAFF

The organiser must provide sufficient personnel to control access and direct individuals and vehicles to the various locations and parking areas. Security staff must have a **good knowledge of the layout of the finish area and the various infrastructures**. The control of the area must be as effective as possible. A finish area can soon descend into anarchy if order is not respected. It is absolutely essential that the different groups – the teams, media, publicity caravan, guests, etc. – park in the areas allocated to them.

4.2 PARKING AT THE FINISH AREA

As is the case for the start area, the finish area should be organised around the various parking zones. These must be easy to access. It must also be easy to leave these sites after the finish. The organiser provides parking for different categories: teams, media, officials, partners, etc. Suitable **signs and arrows** should be put in place such that vehicle drivers have no problems in finding their parking areas.

Particular care must be taken when allocating parking to teams. Team parking **must be located after the finish line**, i.e. further down the street from the finish line or in the immediate vicinity, to allow the riders to find their team vehicles with ease. Team vehicles must be able to leave the parking area without problem and with priority over other organisation vehicles.

4.3 SIGNPOSTING AT THE FINISH AREA

The whole site must be well signposted, both the parking areas and other facilities. To facilitate comprehension, the colours of the signs should correspond to those used for the different categories of stakeholders at the event (e.g. yellow for teams, green for press, etc.). The way to the parking areas should be clearly indicated from the deviation point located shortly before the finish line as well as from the off-race route.

4.4 THE FINISH LINE

There must be no obstacles such as road narrowings, traffic islands and speed bumps in the final kilometre. The finishing straight should observe several safety considerations and must be carefully chosen bearing these requirements in mind.

The choice of finishing straight depends on:

- the general profile of the finish: mountainous or flat,
- the type of event: road race or time trial,
- the expected race situation: solo rider, small groups or compact peloton,
- the expected spectator numbers: large or small crowd..

The finishing straight should be as long as possible, **at least 200 m**. It should also be sufficiently wide, at least 6 m, and ideally 8-10 m. The road width must be consistent and must not narrow at all. Of course these specifications can be adapted depending on the type of finish. The road surface must be in excellent condition.

BARRIERS

- **The finish line must be protected by barriers.**
- **Barriers are installed at least 300 m to 500 m before the finish line, depending on the type of finish (mountain finish: 300 m minimum; flat finish: 500 m minimum) and 100 m to 400 m after the finish line (depending on the area's specific features and the expected number of spectators) to protect the deceleration zone.** If a large number of spectators is expected, the barriers should be installed further down the course, even up to a distance of several kilometres. Barriers are required irrespective of the type of terrain (flat, mountain, time trial, etc.).
- In the finishing straight, over a minimum of the last 300 m to 500 m, the organiser shall use barriers with hidden bases that do not encroach onto the finishing straight or barriers with the feet covered by boards as shown below:



- The organiser shall also pay particular attention to protecting the transition point between "traditional" barriers and "inclined" barriers, particularly for stages likely to finish in a bunch sprint. The photo below illustrates the danger in this respect:



- If the barriers are used to display **advertising boards** or banners that may catch the wind, they must be firmly attached to the ground. The organiser must assess this risk.
- The organiser shall make sure that the last bend before the finish is properly secured and that the type and placement of barriers offers the maximum degree of safety.

FINISH LINE AND TIMEKEEPER'S BOOTH

The finish line is a **4 cm-wide black line on top of a white band 72 cm wide**, i.e. with 34 cm of white each side of the black line. A banner or arch bearing the word "Finish" should be installed above the line. The banner or arch must be sufficiently high to allow all vehicles to pass underneath (including buses, lorries, etc.).

The booth for the commissaires and photo-finish operator:

- shall be adjoining the finish arch and positioned approximately 1 m above the ground,
- shall be sufficiently large to accommodate the timing service provider and commissaires,
- shall be covered and air-conditioned or heated (as appropriate),
- shall have a direct view of the finish line and the timing board.

4.5 THE DEVIATION

The deviation is an **obligatory route** for all vehicles in the race convoy (including law enforcement motorbikes preceding the riders) that are not authorised to cross the finish line.

The only vehicles allowed across the finish line are the following:

- organisation management cars,
- commissaires' cars,
- official doctor's car,
- broom wagon (end of race),
- photographers' motorbikes, when arriving sufficiently in advance of the first riders (over 2 minutes),
- TV camera motorbike, when arriving sufficiently in advance of the first riders (over 2 minutes).*

**If so authorised by the race director, TV camera motorbikes may cross the finish line behind the riders.*

The deviation route must be **protected by barriers** for at least 25 m in order to prevent pedestrians crossing. **This is a particularly dangerous area**, where vehicles may arrive at high speed. The deviation must be kept clear so that vehicles can move away without problem and head towards the race parking areas (team parking, parking for official cars, etc.).

4.6 PHOTOGRAPHERS AT THE FINISH LINE

- An area is reserved for photographers at the finish line. The photographers take up a position at least 15 m behind the line. This distance may be increased depending on the circumstances of the race. Photographers should be 30-40 m back if the race finishes in a bunch sprint.
- A line is drawn on the road to mark out the photographers' area. The photographers can use up to 40% of the width of the road at the finish.
- The photographers' area can be a difficult area to manage, especially when there are many photographers present. For this reason, a staff member should be allocated to maintain strict control of the area to ensure that there is no encroachment into the part of the road reserved for the decelerating riders. The photographers' area must be limited to a maximum 17 photographers (priority must be given to motorbike photographers).

If there are too many photographers, other options are possible:

- a **second area can be marked** out in the finishing straight, some 20 m behind the first, in the area occupied by team assistants,
- the photographers can also take up positions **off the finishing straight**:
 - on steps located beside the official ceremony area, usually 30 m after the finish line,
 - in a reserved corridor on both sides of the road, before or after the finish line.

These arrangements should be implemented by the organiser after consultation with photographers' representatives. The positions taken up by photographers at the finish line should not obscure the view of TV cameras.

4.7 TEAM ASSISTANTS AT THE FINISH LINE

Directly after the finish line and behind the area reserved for photographers is an area **exclusively reserved for team assistants**. Two team assistants and the press attaché from each team are allowed access to this area.

4.8 AREA FOR JOURNALISTS AT THE FINISH LINE

An area is reserved for members of the print press some **100 m behind the finish line**, depending on the layout of the finish area. This area, equipped with TV monitors, allows journalists to follow the end of the race live and then have access to the riders once they have crossed the finish line.

The organiser is responsible for managing the areas behind the finish line. A policy of restricting access to those individuals who need to work at the finish line (TV, photographers, journalists) is implemented by the organiser in order to facilitate:

- the riders' safety in the **deceleration zone**,
- gathering the appropriate riders for the **podium ceremonies without delay**,
- gathering riders for **anti-doping controls**.

Depending on the number of accredited media, the same individuals will not automatically be authorised to work at all events under the same conditions.

4.9 AWARDS CEREMONY AREA

The ceremony area includes **the official podium and the surrounding zones** (riders fl waiting area, area reserved for photographers, etc.). This area can only be accessed by accredited persons. An assistant and press attaché must be able to access the podium ceremony area for each rider called. An area should be reserved for accredited photographers in front of the podium. A waiting area must be provided behind the podium, or close by, to allow the riders to prepare for the ceremony. This area must be covered and spectators kept away.

The following areas, adjacent to the podium, are reserved for the media::

- l'espace pour les photographes devant le podium,
- le **flash interview**: l'espace doit être éclairé, chauffé et aménagé pour accueillir au minimum 6 personnes,
- la **"zone mixte"**, permettant aux médias des différents pays d'interviewer les différents coureurs (l'organisateur doit préciser quels médias y ont accès).

4.10 DOPING CONTROL STATION

The UCI regulations describe the procedures and obligations with regards to the fight against doping.

The organiser must take care of all the practical aspects of the controls and provide the representative of the Cycling Anti-Doping Foundation (CADF) with the following:

- Accommodation and means of transport during the event,
- Staff: witnesses and chaperons (must be the same sex as the rider),
- Accreditation for all personnel responsible for taking samples,
- Infrastructures: doping control station provided in the immediate vicinity of the finish area and clearly signposted from the finish line,
- Equipment: Berlinger or Versapack kits,
- Shipment of samples to an accredited laboratory.

Organisers are requested to refer to the guide distributed by CADF; this provides all the information required to facilitate the anti-doping controls conducted during their events..

4.11 RIDERS AREA

If an event (or stage) finish is not accessible to team buses, the organiser must provide a sufficient number of **changing rooms** for the riders.

5. RACE VEHICLES

The organiser is responsible for the fleet of race vehicles. The following arrangements must be in place:

- 1 **blackboard motorbike** is obligatory,
- 2 **information motorbikes** are obligatory,
- depending on the event, from 2 to 6 **commissaire motorbikes** are obligatory. Commissaires must be passengers on the motorbikes rather than riders,
- the blackboard and information motorbikes and regulator motorbike (if used) must be ridden by experienced personnel (the President of the Commissaires' Panel must be given a list of the full names of the motorbike officials and riders),
- **commissaires** must travel in **cars with sunroofs**,
- vehicles authorised to cross the finish line must be **identified by a distinctive sticker**.

5.1. REGULATOR MOTORBIKE

- **From 1 January 2022, 2 regulators will be obligatory at all UCI WorldTour events.**
- **From 1 January 2022, 1 regulator will be obligatory at all UCI Women's WorldTour and UCI ProSeries events**
- **Between 1 January 2020 and 1 January 2022, 1 regulator will be obligatory at all UCI WorldTour events. The UCI will assist organisers that wish to train regulators during the period.**
- A regulator, who is part of the organisation team, must:
 - be a National Federation licence holder,
 - have good experience of cycling events,
 - be a former rider (or have an equivalent level of experience of cycling events),
 - be part of the event organisation setup,
 - be the passenger on a motorbike piloted by an experienced rider, in this way allowing optimum mobility and the ability to respond to any problems,
 - be conversant with the UCI Regulations and the event's special regulations. The regulator's role is complementary to that of motorbike commissaires
- For further information please see the Regulator's Guide to Road Events (can be downloaded [here](#)).

5.2. NEUTRAL SERVICE VEHICLES

Conventionally, it is recommended that more than one neutral service motorbike should be used. In some stage races, in particular the Grand Tours, it is strongly recommended that more than three vehicles are used.

The service provider is responsible for finding out what equipment the teams competing in the event use in order to best meet the needs of the peloton.

Each neutral service car should carry the following equipment:

- 4 complete bikes with adjustable seat posts, fitted with pedals appropriate to the race (LOOK, SHIMANO, TIME, SPEEDPLAY, etc.)
- 4 pairs of wheels suitable for rim brakes, fitted with 11-speed cassettes
- 1 rear wheel suitable for rim brake, fitted with 12-speed cassette
- 3 pairs of wheels suitable for disc brakes (160 mm front / 140 mm rear) fitted with 11-speed cassettes
- 1 rear wheel suitable for disc brake, fitted with 12-speed cassette
- A set of discs, 140mm and 160mm

Each neutral service motorbike should carry the following equipment:

- 2 pairs of wheels best suited to the race situation. Neutral service motorbikes must be able to obtain the necessary equipment from a neutral service car.

In respect of the **movement of vehicles during the event**, the organiser must ensure that vehicle drivers, licensed by their National Federation, respect the principles below in addition to the standard regulations.

5.3. FOR ALL VEHICLES

- Vehicles are not allowed to overtake the riders in the last 10 kilometres,
- Vehicles are not allowed to overtake, insert themselves in, or slow down the column of vehicles in:
 - the last kilometre of sprints, mountain cols or climbs,
 - feed zones,
 - dangerous zones announced by race radio.

5.4. FOR PHOTOGRAPHERS' MOTORBIKES

- A maximum of 12 photographer's motorbikes are allowed for an international event.
- No motorbike may circulate without its photographer.
- At the front of the race, the motorbikes travel ahead of the commissaire's or event director's car. If necessary, motorbikes move inside a mobile buffer created by organisation management vehicles.
- The motorbikes take it in turns to drop back to the front of the race to take photographs. The photographer takes some shots and the motorbike then immediately returns to its initial position in front of the race management vehicle(s).
- Photographers are not allowed between breakaway riders and the front of the peloton if the gap is less than 30 seconds. If necessary, the "Pool" motorbike can intervene when the gap remains under 30 seconds.
- Only the "Pool" motorbike is authorised at the front of the race in the following situations:
 - in the last kilometre of mountain cols and climbs,
 - when requested by the event organiser and/or commissaires, depending on the race situation.
- Photographers motorbikes are prohibited from intervening during:
 - the last kilometre of sprints,
 - the last kilometre of mountain cols and climbs,
 - feed zones.
- At the end of the event, motorbikes must ensure that they cross the finish line at least two minutes ahead of the first rider.
- Any motorbike arriving with or after the first rider must turn off at the deviation point.

5.5. FOR RADIO AND TV COMMENTATORS' MOTORBIKES

- These motorbikes must only move around the race when their passenger is on board.
- At the front of the race, the motorbikes travel ahead of the commissaire's or event director's car. If necessary, motorbikes move inside a mobile buffer created by organisation management vehicles.
- They may only come up alongside the riders when they are broadcasting live.
- At other times, they must make sure that they do not hamper the work of other motorbikes.
- The regulator is responsible for the movement of motorbikes.
- Riders must not be interviewed during the race. Sport directors can be interviewed, but not in the last 10 kilometres.
- At the finish, all radio and TV commentators' motorbikes must turn off at the deviation point.

5.6. FOR LIVE TV MOTORBIKES

- These motorbikes must never interfere with the development of the race nor allow riders to take their slipstream.
- Only one motorbike may be in attendance at any one point of the race.
- When breakaway riders are caught by pursuing riders or the peloton, one of the two motorbikes following the groups should move away.
- The motorbike travelling with the peloton must not be continuously integrated with the group of riders.
- At the finish, all motorbikes must turn off at the deviation point, unless given a special exemption by the race/event director..

5.7. OR TV NEWS CAMERA MOTORBIKES (ENG)

- These motorbikes must never interfere with the development of the race nor allow riders to take their slipstream.
- They must not continually take up positions in front of the riders without filming.
- The regulator is responsible for the movement of motorbikes.
- Only one TV news camera motorbike may be in action at any one time.
- Filming is prohibited in the last 500 m, unless a special exemption is issued by the race/event director.
- At the finish, all motorbikes must turn off at the deviation point, unless given a special exemption by the race/event director.

The priorities between motorbikes are as follows:

- Before live broadcasting:
 - TV news camera motorbikes (ENG),
 - photographers' motorbikes,
 - radio motorbikes.
- During live broadcasting:
 - live TV motorbikes –
 - photographers' motorbikes,
 - TV sound motorbikes - radio motorbikes,
 - TV news camera motorbikes (ENG).

6. TIMEKEEPING, RESULTS AND CLASSIFICATIONS

6.1 ROAD RACES

6.1.1 Recommended photo-finish equipment

- **Accuracy of photo-finish timing device.** The timing device must be accurate to 1/1,000 of a second.
- **Image height in pixels: >1200 pixels.** A minimum image size is imposed to allow the riders' race numbers to be noted and the riders identified in an optimal manner. A threshold is established for the number of sensor pixels below which it is difficult to judge the finish of an event.
- **Speed of image acquisition:** at least 3,500 frames per second. Dynamic resolution requires a minimum speed of acquisition to be established. This factor allows proportional images to be obtained and makes it easier to separate the competitors.
- **Image acquisition mode.** The gathering of images must be able to be initiated manually or automatically. The automatic mode operates using a camera without a photocell or other devices on the finish line.
- **Synchronisation with the official timekeeper.** The photofinish must be synchronised with the race time in cooperation with the official timekeeper.
- **Automatic brightness control.** The equipment must be capable of adapting to variations in the light conditions at the finish, whether by electronic (software) or mechanical (hardware) means.
- **Acquisition capacity.** Image size should not be limited over time. The system must be capable of recording images for several minutes.
- **Real time.** The image must be displayed on the control screen immediately upon capture, as the riders cross the finish line. The operator must be able to process the image without having to wait for the last competitor to finish.
- **Precision and zoom.** The software must have a zoom feature to allow riders finishing close together to be separated. When using the zoom, the line representing the vertical must keep its original size (1 pixel).
- **Timing software specification.** The images must be recorded and archived for the current season. They must be capable of being exported in a .jpg or .bmp format. Exported images must include the following information: event title and date, time line on the horizontal axis, date and time of printing.

6.1.2 Installation of photo-finish equipment

- The camera must be positioned perpendicular to the finish line at a minimum height of 2 m.
- The camera must be horizontal.
- At least one camera on each side of the road. Each camera must cover the entire width of the road.
- Safety. The installations must be powered by an uninterruptable power supply. The cameras must be connected to different computers.
- Stability. The structure to which the camera is fitted must be equipped with stabilising supports.

6.1.3 Use of photo-finish equipment

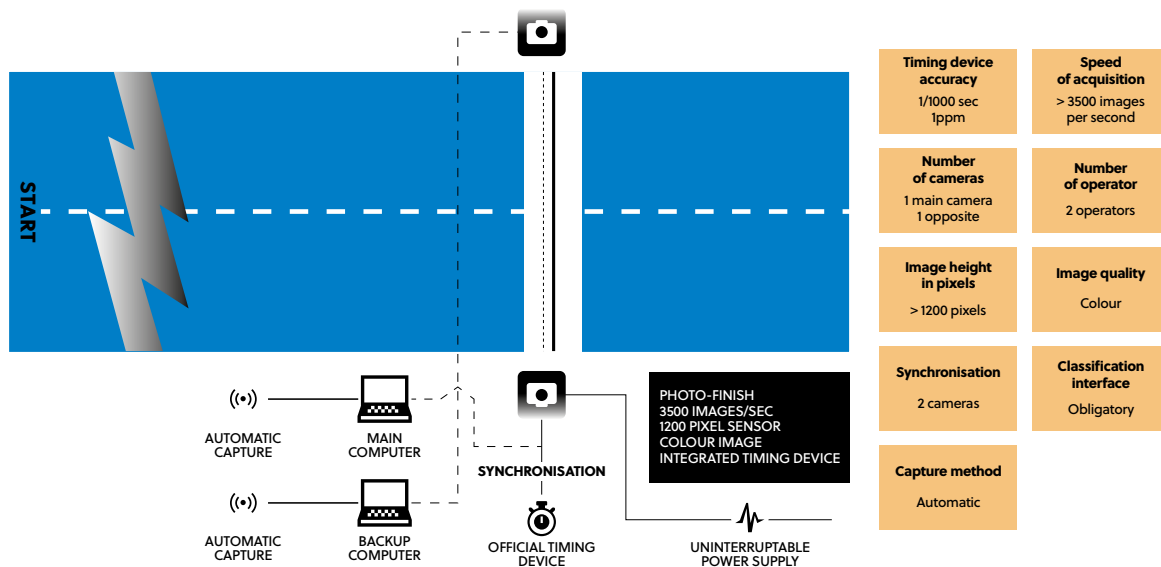
- There must be an operator dedicated exclusively to the photo-finish.
- The operator conducts a complete reading of the photofinish data in order to determine the order of finish and race times, under the supervision of the commissaire responsible for the classifications. All riders must be recorded (including those who finish outside the time limit).
- The timeline must be placed perpendicularly to the tangent of the riders' front wheels.
- The operator notes the riders' race numbers when conducting the reading. Each rider's race time is recorded automatically.
- If there is a gap of greater than one second between the tangent of the rear wheel of the last rider in a group and the tangent of the front wheel of the first rider in the following group (or individual rider), the time shall be considered and allocated to the appropriate group. A group comprises at least two riders.
- The timing accuracy is 1/100 of a second when determining time gaps.
- Race time must always be rounded down to the nearest second.
- The image may be displayed on a television in a case of a close finish.

6.1.4 Equipment not considered as a photo-finish device

- Camcorder-type video systems that do not allow the recording of "visual strips" but rather offer a simple display of the finish. As the speed of acquisition is a maximum of 50 images per second, time-linked displays cannot be shown as is the case with a photo-finish.
- Equipment described as "video-finish",
- Cameras linked to videocassette recorder systems,
- Systems that depend on the timing device of the transponder detection equipment,
- Webcams and any other equipment that does not have an integrated timing device.

6.1.5 Recommended minimum photo-finish configuration

Please refer to the photo-finish diagram below.



6.2 TRANSPONDERS

6.2.1 Equipment requirements

- **Detection technology:** magnetic induction.
- **Transponder types:** active (contain a battery)
- **Transponder weight:** less than 20 g, not including clip.
- **Accuracy required:** precision: 0.001 sec, 1/1,000 of a second.
- **Anti-interference:** the system must be able to process up to 50 simultaneous detections in five seconds.
- **Maximum detection speed:** up to 90 km/h.
- **Detection loops:** these must comprise cables traversing the road. Mats or other devices over 5 mm thick are prohibited for safety reasons.
- The transponders must not be carried by the riders; they **must be fitted to the bikes**. At least two backup transponders for each team..

6.2.2 Installation

- **Transponders** are optional for one-day events. However, they are highly recommended.
- **Detection loops at 3 km:** in stage races, a detection loop must be implemented at 3 km from the finish, overseen by a dedicated operator.
- **Finish line:** an operator is allocated to supervise the functioning of the transponder system (a different person to the photo-finish operator).
- **Safety:** the installations must be powered by an uninterruptable power supply or batteries.
- As specified in the equipment requirements, the detection loop is a cable covered by duct tape. **Mats are not allowed.**

6.2.3 Use of equipment

FINISH LINE

- This timing system is used to obtain a snapshot of the race at a specific location. It does not replace the obligatory use of photo-finish equipment.
- Transponders cannot be used to determine the positions or times of riders at the finish.

3 KM FROM THE FINISH

- In stage races, information must be transmitted in real-time from a point located 3 km from the finish line, providing the finish line control post with data on the groups of riders.
- A printout of the race situation at this specific point must be made available to the timekeepers and commissaires. This report allows the position of each competitor in the various groups at 3 km from the finish to be established in the event of a crash during the final 3 km.

EQUIPMENT NOT CONSIDERED AS A TRANSPONDER TIMING DEVICE

- Identification using passive tags (transponders without batteries),
- UHF Technology,
- Any detection system that uses antennae on either side of the road.

6.3 TIME TRIALS

6.3.1. Equipment requirements

- **Timing device:** Time base: stabilised oscillator, accurate to 1 ppm. Measurement precision: 1/25,000 sec. The printer must be suitable to print in journal paper rolls.
- **Photocell:** optical range of 15 m. Electronic transmitter and receiver (no reflector). Maximum resolution: 0.125 ms. Event response: 1 ms
- **Tape switch:** event response time: 1 ms
- **Beeper/start clock.** Clock indicating the time of day. Beeper that can be programmed to different cycles.
- **Photo-finish:** photo-finish equipment recording the passage of all competitors using time of day can be set up for the event.
- **Display:** Information: Race time – classifications.

6.3.2 Installation

START

- 2 start clocks,
- 2 timing units with photo cells or contact strip,
- 1 operator,
- sound beeper.

INTERMEDIATE POINT

- 2 timing units (1 backup),
- 1 operator,
- optional display,
- transponders can only be used at intermediate points.

FINISH

- 2 timing units with photo cells or contact strip,
- 1 photo-finish system,
- 1 operator,
- manual backup timing by an official National Federation timekeeper,
- an announcer 500 m from the finish.

6.3.3 Use of equipment

- **Synchronisation:** All elements must be synchronised at least one hour before the start of the event in the presence of the timekeepers. The official National Federation timekeepers carry out a manual backup using their own timing devices. In the event of an equipment failure, the times taken by these timekeepers shall be used. If synchronised photofinish equipment is available, these times shall be adopted. If several riders finish together in a group, the times may be rectified using the times recorded by the photo-finish system.
- **Equipment not considered as a timing device**
 - Computers: use of computer time clock
 - Transponders: positioned differently on each rider's bike – equipment not accurate at the finish. Transponders can be used only at intermediate points.

6.4 DRAWING UP CLASSIFICATIONS

6.4.1 Basic rules

- Classifications are drawn up with the assistance of software that **complies** with the UCI Regulations. The software must be capable of being amended in line with any change of the regulations.
- The classifications shall be drawn up by the **finish line commissaire** taking into account data from the photo-finish and timekeepers in order to record the riders' times. They shall be validated by the commissaires within a reasonable period of time.
- The software shall be interfaced with timekeeping tools in order to avoid multiple information capture, which can be a source of error.
- The software must allow the various classifications to be printed and exported in the formats required by the UCI.
- A **backup** must be retained for the current year in order to allow the classification to be re-issued in the event of the relegation of a rider.

6.4.2 UCI Women's WorldTour classifications

The UCI Women's WorldTour classifications are calculated immediately at the finish by the timing and results service provider under the supervision of the President of the Commissaires' Panel. This allows the jerseys to be presented as soon as possible after the finish.

6.4.3 Distribution

- The results are drawn up in the timekeeper's booth.
- The results must be displayed on a computer in the timekeeper's booth. The stage result and general classification must be displayed on a dedicated computer screen for the commissaires.
- An SMS with the top 5 riders (stage + GC) is sent without delay to the organiser, UCI commissaires and anti-doping control chaperones.
- The results are displayed on the CIS screen for the announcer.
- The results are sent to TV production without delay (graphic overlay).
- The results are emailed to the UCI and the teams within 15 minutes of

6.5 PODIUM CEREMONIES FOR UCI WOMEN'S WORLDTOUR EVENTS

6.5.1 Two leader's jerseys are awarded at the end of every UCI Women's WorldTour event.



UCI Women's
WorldTour Leader



UCI Women's WorldTour
Best Young Rider

The UCI sends the jerseys to the organiser before the sport directors' meeting. The organiser is responsible for passing on the jerseys to the relevant teams by the sport directors' meeting at the latest.

The organiser keeps a long-sleeved jersey in each colour with a zip down the back for the podium ceremony.

Unused jerseys must be returned to the UCI at the end of the event.

6.5.2 Procedure for podium ceremonies

The ceremony takes the following format:

- Podium presentation for top three riders of the stage/ event;
- Presentation of the UCI Women's WorldTour Leader's jersey (must be a separate presentation);
- Presentation of the UCI Women's WorldTour Best Young Rider's jersey (Under-23) (must be a separate presentation);
- The two riders then return to the podium for the group photo.

7. TECHNICAL GUIDE

The technical guide, drafted in the language of the host country and English as a minimum, must comprise the following element:

- **The organisation chart of the organisation staff and officials attending the event.** The organisation chart should provide the names of all organisation staff and individuals involved in the race convoy, namely:
 - the various managers and members of the organisation as well as their functions (a list of the telephone numbers of organisation representatives can be provided as a separate document during the sport directors' meeting).
 - the Commissaires' Panel made up of the following UCI and National Federation appointments:
 - President of the Commissaires' Panel,
 - event commissaires,
 - finish judge and assistant (depending on the race requirements),
 - timekeeper(s),
 - motorbike commissaires,
 - Doping Control Officer.
 - the various service providers: photo or video finish, timekeeping, transponders, race radio information, announcer, neutral service, etc.,
 - the various motorbike escorts who ensure safety: law enforcement officers, marshals, etc.,
 - the members of the medical service, giving their mobile phone numbers (head doctor, assistant doctors, nurses, ambulance crew),
 - a list of hospitals to receive any injured persons, with contact details (address, telephone, etc.).
 - the UCI Technical Adviser appointed to the event, with contact details.
- **Information on the times and locations of meetings,**
- **The event's special regulations.**
- **The race route.** This part of the technical guide is very important; it must be entirely accurate. The organiser may provide the riders with a card summarising the most important route information of each stage (distance, profile, mountains competition summits, sprints, danger points, etc.). This must give details of:
 - start schedule: the start and end of signing on, the call to the start, neutralised start and start proper, whether rolling or standing start,
 - the distance between the neutralised start and start proper,
 - the race route and schedule including:
 - the roads used (road numbers),
 - places on the route: towns, villages; cumulative and remaining distances,
 - scheduled times and average speeds (minimum, medium, maximum),
 - intermediate sprints, mountains competition summits, any special primes,
 - feed zone..
 - features requiring caution: tunnels, level crossings, danger points, etc.
 - map showing the route (a map of each stage for a stage race),

- la profile of the race or stages,
- recommended scales for technical guide profiles:
 - flat stage - altitude, 1 cm = 333 m / distance, 1 cm = 18km
 - rolling stage - altitude, 1 cm = 480 m / distance, 1 cm = 18 km
 - mountain stage - altitude, 1 cm = 640 m / distance, 1 cm = 18km

- **Map and profile of the last 3 km,**

- **Maps of start and finish areas,**

- **List of accommodation** (for relevant events). The technical guide contains details of the hotels where the teams and officials will be accommodated during the event.

The technical guide is sent out in advance to all those who will attend the event: commissaires, teams, media, UCI Technical Adviser, UCI administration, etc. A GPS file of the routes should be sent to the teams a month before the event.

Sport directors shall be given copies of the technical guide at the sport directors' meeting on the day before the race – one copy for each member of their team.

The technical guide is distributed to all race followers and is freely available at race headquarters throughout the event.

8. RIDERS' SAFETYS

The route must be carefully selected in order to optimise the safety of all concerned.

The organiser should choose a route that uses roads that are in good condition and do not present a danger to the riders.

Whatever system is used – fully closed roads or a rolling road closures – the organiser, working in conjunction with the authorities, should make sure that no vehicles are parked on the race route when the riders pass.

8.1 MOBILE ESCORT

A motorcycle escort (provided by a motorcycle club, police, etc.) is essential to the safety of a cycle road race. The escort protects the entire peloton and moves rapidly from place to place.

Motorbike marshals should be experienced and know the race route.

The functions of the escort during the race are as follows:

- **Anticipating.** The escort warns other road users at major road junctions ahead of the race. The marshals anticipate the arrival of the race by preventing other road users travelling in a contrary direction.
- **Protecting.** The escort travels ahead of the race to ensure that traffic has been stopped at junctions. The marshals protect the riders and warn any oncoming traffic, obliging it to park on the verge. The escort ensures that different groups of riders are protected if the peloton splits. During time trials, the escort travels in front of each competitor in order to protect the rider from spectators, oncoming traffic, etc.
- **Warning.** Marshals are equipped with a whistle and yellow flag provided by the organiser. They warn riders about bends, danger points, traffic islands, roundabouts, badly-parked vehicles, etc.
- **Regulating.** The escort removes non-race vehicles that become caught up in the race convoy. Good radio communication (each motorbike should be equipped with a race radio receiver), clearly defined tasks and operation, experience and effective group responses are all essential to ensure that the riders are protected, from the lead group to the back of the race. The organiser should pay particular attention to difficult stages (mountains). The riders often split into several small groups and become spread over many kilometres in this type of stage. It is often the case that other road users do not expect the later riders, thinking that the race has passed once the first groups have ridden by. This means that the mobile escort plays an essential role in ensuring the safety of the later riders. Leaving riders alone, without an escort at the back of the race, is a dangerous situation to be avoided at all costs.

8.2 STATIONARY MARSHALS

The role of stationary safety marshals can be performed by the police, other security forces or civilian volunteers. The essential task of these marshals is to promote the safety of the event by warning other road users of the imminent arrival of the race.

They stop road users before the riders pass through, in this way avoiding any traffic moving in the same direction or against the flow of the race. The organiser must conduct a prior survey of junctions and dangerous points of the course at which stationary marshals will be positioned. The security staff involved in the event generally carry out this role in conjunction with the organiser.

The stationary marshals indicate the route to follow as the riders and race entourage pass through. In contrast to members of the motorcycle escort, stationary marshals are at their posts well before the race passes through. In this way they can anticipate any measures required to ensure the safety of the event. If the tasks conducted by these persons are governed by special regulations, these should of course be adhered to.

8.3 PREPARING THE COURSE AND MARKING OBSTACLES

- The organiser must indicate, at a suitable distance, all obstacles that it is reasonable to know about or foresee and that represent an unusual risk to the safety of the riders and race followers. The main obstacles should be pointed out in the event technical guide and, if necessary, given a special mention at the sport directors' meeting.
- The organiser should provide for a reconnaissance vehicle to precede the race in order to mark any new obstacles or problems that may have appeared on the route.
- The increasing amount of street furniture in many towns complicates the organisation of cycle races. It is nowadays essential to remove or provide protection from such obstacles. The organiser must anticipate potential crash sites during the race and provide suitable protection (straw bales, mattresses, etc.). The most vulnerable parts of the course are tight bends, where the road narrows and descents from mountain passes.
- In addition to this protection, riders should be warned when approaching these dangers so that they can take suitable evasive action. The organiser must pay particular attention to providing the riders with warnings when passing through towns and towards the end of the event (last 20 km). These warnings should be both visible and audible. A member of the security staff (mobile escort) waves a flag (preferably yellow) and gives repeated blasts on a whistle while standing in front of the obstacle.
- The organiser should not hesitate to position two people with whistles and yellow flags at dangerous obstacles. The first person should be positioned 50-100 m before the obstacle; the second person should be immediately in front of the obstacle.
- Special signs indicating narrowings of the road and roundabouts should be located 200 m and 100 m before the danger point to ensure the riders are fully aware of the danger.
- In agreement with the competent authorities, the organiser should use fluorescent red spray paint on obstacles (biodegradable) to indicate the danger to the riders.
- Other approaches can be used such as ropes to hold back spectators on climbs or audible warnings or bollards to inform the riders about obstacles, in particular in the last 20 to 30 kilometres (which avoids the motorbikes of the mobile escort overtaking the peloton at the end of the race).

PROTECTION AT DANGER POINTS

- **Feed Zone.** This can be a dangerous place; accidents often happen here. At races with a significant spectator presence, the organiser is requested to make the feed zone as safe as possible. The feed zone should be located on a road of sufficient width or one with suitable verges or parking to allow team vehicles to pull up without a problem.
- **Tunnels.** The organiser is responsible for providing suitable lighting in any unlit tunnels through which the event passes. It must be possible to make out the number plate of a car at 10 m with the naked eye at all points in the tunnel and at its entrance. It must also be possible to spot a dark-coloured car at 50 m.
- **Critical points of the race** (sprints, cols and climbs). The organiser locates critical sporting points of the race at strategic parts of the course. These are sprints or mountains classification climbs. If there are large crowds, these areas should be protected by barriers and/or stationary marshals.

ADVERTISING MEDIA

Banners that are positioned along the race route, but that may be blown by the wind, must be located more than 50 cm from the side of the road. If banners are fitted to barriers, the barriers must be weighted down to avoid them overturning in a strong wind. Inflatable arches set up around the course must be monitored to allow immediate intervention if they unexpectedly deflate. See the conditions for the authorisation of inflatable arches in point 2.13.

8.4 RISK PREVENTION

RACE MANAGEMENT

The Organiser shall be required to appoint a 'General Director', 'Technical/Sport Director' and 'Safety and Environment Manager' for the event, the functions and level of competence of whom are defined in sections B.1.1, B.1.2 and B.1.3 of the Organiser's Guide to Road Events.

- The 'Technical/Sport Director' travels in the car with the President of the Commissaires' Panel.
- The 'General Director' travels at the front of the race.

RIDERS' SAFETY

The **Safety and Environment Manager** plays a key role in the organisation. The Safety and Environment Manager fls is tasked to ensure the riders fl safety during the event to the greatest degree possible.

The Safety and Environment Manager's mission can be summarised as follows:

- The Safety and Environment Manager fls role is different to that of the Race Director,
- The objective of this important role is to ensure that the event runs smoothly,
- The Manager travels in a vehicle ahead of the race, between 5 and 30 minutes before the first riders. The Manager does not drive the vehicle,
- The Safety and Environment Manager must be in contact with the mobile escort and stationary marshals,
- Participates in the selection and validation of the start and finish areas,
- Participates in choosing the route and reconnaissance,
- Identifies danger points along the route,
- Confirms the locations of feed zones, intermediate classification points (sprints, mountain summits, etc.)

- Contacts the Highways Authority to present the proposed route,
- The Organiser contacts law enforcement agencies and proposes a joint reconnaissance between the Safety and
- Environment Manager and the law enforcement agencies to determine the requirements in terms of personnel (civilian or police marshals),
- Participates in drawing up the notification package for the regional authorities,
- Participates in technical meetings with municipalities and regional authorities,
- Establishes an information system for volunteer marshals (instructions, mission statement, safety meeting if necessary),
- Given the scope of the Security and Environment Manager fls mission, it is not desirable for them to take on other functions within the organisation.

As is the case for Regulators, the UCI will offer event organisers support by providing special training for Security and Environment Managers.

RISK EVALUATION – LAST 3 KM

Several weeks before the start of the event, the organiser shall conduct a detailed reconnaissance of the last three kilometres of the route (and of each stage for a stage race). The organiser shall draw up an assessment of the possible risks and take all measures necessary to guarantee safety when a risk is considered significant.

The risk assessment conducted by the organiser shall be delivered to the UCI administration, UCI Technical Adviser, the President of the Commissaires' Panel and CPA representative who are appointed to the event, six weeks before the start.

RECONNAISSANCE

The organiser shall conduct several comprehensive reconnaissance checks of the last three kilometres of the route on the day before the event (or stage) as well as on the day of the race itself. The organiser shall then take any measures necessary to guarantee safety when an unforeseen risk is detected.

INFORMATION FOR THE TEAMS

The organiser shall provide the teams, from several days to several weeks before the event, with a video recording of the final kilometres of the event or of each stage (last 3-5 kilometres) to highlight any potential dangers, particular difficulties, which side of roundabouts to take, etc.

RISK EVALUATION – ENTIRE ROUTE

Several weeks before the start of the event, the organiser shall conduct a detailed reconnaissance of the entire route (and of each stage in stage races). The organiser shall draw up an assessment of the possible risks and take all measures necessary to guarantee safety when a risk is considered significant.

The risk assessment conducted by the organiser shall be delivered to the UCI administration, UCI Technical Adviser, the President of the Commissaires' Panel and CPA representative (or representative appointed by the President of the Commissaires' Panel) who are appointed to the event, six weeks before the start at the latest.

The organiser also ensures that the risk assessment, including the last 3 to 5 kilometres, is presented to the sport directors' meeting with visual aids. Sport directors are provided with a written copy of the assessment at the meeting.

The risk assessment must include all of the following elements::

- Information on all sections of the route where the road width is less than 4 m
- Bridges / road narrowings
- Sundry obstacles
- KM covered and remaining for the risk location
- Town / Village
- Road number
- Photos and description of risk
- Planned action (works, amendments, etc.)
- Implementation time where applicable
- Date of check of action if applicable

RECONNAISSANCE

The organiser shall ensure that one or more route reconnaissance vehicles, and in particular the Safety and Environment Manager's vehicle, shall precede the race by a few minutes to a few tens of minutes. The Manager shall then take any measures necessary to guarantee safety if an unforeseen risk is detected.

9. MEDICAL SERVICES

9.1 BASIC PRINCIPLES

A high-quality medical service is a vital element of a cycle race, providing treatment for any riders, officials, team staff, organisation members, media representatives or other accredited individuals who are victims of an accident or illness.

The medical service should be in operation at least one hour before the start of the event and until one hour after the finish.

It is impossible to define rules to apply in all cases. Every intervention of the medical services varies in terms of the number of victims, the seriousness of the injuries, the methods of evacuation and the proximity to hospitals or clinics. Nevertheless, the following basic principles should apply to all types of intervention:

1. The major objective at **the site of an accident** is to provide care in order to stabilise a rider's condition. Medical care should be available as soon as possible after an accident or the appearance of symptoms: this is the first intervention time. While taking into account the need to ensure the safety and protection of other riders and race followers and respecting the regulations that govern cycle races, medical assistance should be provided as quickly as possible. Progress made in the field of emergency pre-hospital care means that the medical assistance provided should, in the event of a medical emergency, allow the victims to receive the best care possible before being transferred to an appropriate establishment.
2. **Evacuation** to the most appropriate care establishment as quickly as possible.

The medical assistance provided in a cycle race should be of the highest standard and efficiency in all respects. Any delay, error or indecision may have a particularly negative effect, and all the more so as the media may be in attendance at the accident scene.

IMPORTANT NOTE

- The organiser shall bear the cost of **evacuating** any rider or accredited person at race-level who has suffered an accident to the nearest hospital by the usual means.
- The rider's **insurance** must cover the costs of evacuation by any means not scheduled by the organiser (helicopter, ambulances that are not part of the event medical service, etc.).
- **Medical costs:** the rider's insurance must cover hospital costs..

9.2 RESOURCES REQUIRED

HUMAN RESOURCES

A chief doctor, who specialises in sports or emergency medicine, and with experience in cycling, should be the general coordinator. The chief doctor is supported by one or two assistant doctors. These doctors should preferably be trained in sports or emergency medicine, or be specialists in traumatology or anaesthesiology, and holders of an ATLS diploma (Advanced Traumatic Life Support).

A paramedic who is qualified to the highest national level in the profession must travel in each ambulance, as well as an assistant paramedic. The ambulance drivers should also hold the highest national qualification in ambulance transport.

The driver of the doctor's car should of course be experienced in driving during cycle races.

Doctors should wear distinctive jackets bearing the word "Doctor".

TRANSPORT

The organiser should provide:

- **a doctor's car**, if possible a cabriolet to allow treatment to be given to a rider travelling alongside the vehicle at the same speed (this vehicle should not carry more than one passenger for practical reasons and also should not carry journalists for reasons of medical confidentiality);
- **a minimum of two ambulances** to provide immediate aid to accident victims and to give emergency cardio-pulmonary resuscitation;
- **a paramedic motorbike**, especially for races with mountain stages, in order to ensure speedy medical assistance when access may be problematic (narrow roads, large crowds, etc.);
- moreover, depending on the race route, the proximity of hospitals and the suitability of evacuation routes, the option of **helicopter transport** for patients on stretchers must be included in order to minimise the second intervention time. This method of evacuation can be achieved through the national helicopter rescue service or by means of a private helicopter depending on the circumstances.
- in Grand Tours, a **medical vehicle** to allow examinations (x-rays, etc.) at the end of the stage is recommended.

EQUIPMENT REQUIRED BY MEDICAL PERSONNEL

The chief doctor gathers together the equipment required for the event. This shall include the following:

- Paramedic car:
 - Portable oxygenator,
 - Ventilation equipment which,
 - Intubation equipment,
 - Intravenous drip apparatus,
 - Neck collars (braces),
 - Sterile bandages,
 - Blood-pressure apparatus and stethoscope,
 - Resuscitation medicines and IV drip liquids/ analgesics,
 - First aid equipment and medicines.
- Ambulances:
 - Portable oxygenators,
 - Ventilation equipment,
 - Intubation equipment,
 - Suction apparatus,
 - Intravenous drip apparatus,
 - Splints and immobilisation equipment for limbs and spine (including neck collars and braces),
 - Sterile bandages,
 - Tracheotomy equipment,

- Blood-pressure apparatus and stethoscope, Stretcher,
- Scoop stretcher,
- Vacuum mattress,
- ECG monitor and defibrillator,
- Pulse oximeter,
- Resuscitation medicines and analgesics.
- Paramedic motorbike:
 - First aid equipment.
- Paramedic helicopter:
 - Equipment complying with the most rigorous national standards.

All vehicles must be **connected by radio** (if possible on an independent "medical assistance" frequency). Furthermore, as a minimum, the chief doctor should be in direct contact with the organisation management.

Medical personnel (doctor, paramedic) must **speak English and the language of the country hosting the event as a minimum**.

All personnel must be in possession of a **list of other (local) emergency medical structures and hospitals** to which victims can be evacuated if necessary.

All personnel must also have a **list of the telephone numbers of the relevant emergency services**.

The doctors on the ground should be equipped with **mobile phones** to allow them, if necessary, to contact the emergency services and, if appropriate, to be joined by members of the race entourage.

9.3 DISTRIBUTION ON THE GROUND AND INTERVENTIONS

Under normal conditions, the medical services are distributed in the race convoy as described below:

- The first paramedic car, with the chief doctor and a nurse on board, takes up a position behind the race director;
- Ambulance no. 1 remains behind the sport directors' cars, with the main peloton;
- The second ambulance stays at the back of the race, near the broom wagon (one of the assistant doctors should be located in one of the two ambulances);
- If a motorbike is available, this should stay with any breaks during flat stages, but be available anywhere on the course during mountain stages;
- Depending on the race route, the proximity of hospitals and the accessibility of evacuation routes, it should be possible to call in a medical helicopter at any time to evacuate an injured person if necessary. A helicopter allows the medical evacuation of a rider when transport by road is difficult or impossible (large crowds, difficult terrain, no evacuation route, etc.) so that there is no delay in second intervention. (This distribution of medical resources should remain flexible depending on the nature of the race, the gaps between groups, any medical evacuations to be conducted, etc.).

In the event of a crash, the procedure for intervention is as follows:

- The doctor's car, positioned close to the race director's vehicle, stops behind the accident on one side of the road;
- The doctor quickly gets out of the vehicle;
- The driver assists the doctor at the site of the crash and acts upon instructions (radio call to the ambulance or organisation management, call to emergency services, etc.) or directs race vehicles around the crash;
- The ambulance stops in front of the crash, near the rider to be evacuated, taking care not to block traffic as the race continues;
- The sport director's vehicle stops in front of the ambulance;
- Any race personnel who are at the scene should assist in order to avoid encroachment at the crash site and protect the work of the medical personnel (requesting the public and the press to stay back, assisting in unfurling a cover to make a screen, etc.);
- Information should not be transmitted via Radio Tour, unless there are safety considerations.

10. RADIO TOUR

In accordance with UCI Regulations and the provisions of the Organiser's Guide, the following arrangements are essential for all events:

- The organiser shall provide a race radio information service (Radio Tour) from the Organisation Director's car that travels behind the peloton. This vehicle shall accommodate:
 - the President of the Commissaires' Panel,
 - the Event Director (Organiser),
 - the Race radio announcer,
 - driver.
- Information shall be conveyed, as a minimum, in English and the language of the country in which the event is taking place.
- The race radio announcer provides sufficient information so that the progress of the event can be understood by all, in real time. The race radio announcer's experience is thus a key issue in this level of event.

11. TV PRODUCTION

UCI WorldTour and UCI ProSeries men's events must provide live TV coverage of at least the last hour of the race/stage and the last 90-100 kilometres of Grand Tour stages in accordance with the minimum provisions set out in this section.

UCI Women's WorldTour events must provide live TV coverage of at least the last 45 minutes of each stage/race in accordance with the minimum provisions set out in this section.

11.1 RESOURCES REQUIRED

11.1.1. Mobile resources during the race

The minimum requirements to ensure high-quality TV coverage are described below.

1. An HF transmission system: high-definition, reliable and efficient.

This is an essential requirement for the high-quality TV coverage of a bike race. The system must be based on a relay aeroplane, with a pressurised cabin if possible, that can transmit images even in bad weather.

2. Three camera motorbikes with image-stabilised equipment.

- Motorbike no. 1 films the front of the race,
- Motorbike no. 2 films the front of the peloton or the chasing group,
- Motorbike no. 3 films the back of the peloton or the back of the group of favourites.

3. A helicopter equipped with a camera, Cineflex 40 type.

This helicopter flies above the peloton or above the group of favourites most of the time.

For the mountain stages of Grand Tours and for certain Classics (featuring steep climbs or cobbled sections), the minimum arrangement shall be enhanced by additional resources:

- A second relay aeroplane or relay helicopter.
- A fourth camera motorbike.
- A second helicopter for filming.

These additional resources are also recommended for flat stages of the Grand Tours and for all Classics in general.

11.1.2 Fixed resources at the finish

A high-definition production truck featuring 5-7 cameras and a slow-motion system is used. These cameras provide the following coverage:

- The last 300-400 m of the course, from the deviation point to the finish line as a minimum,
- A close shot of the winner,
- The winner fls joy and emotion after crossing the finish line,
- Interview with the winner,
- Podium ceremony.

The minimum setup for finishes is as follows:

- One or two fixed long-focus cameras before the finish line, positioned on a platform or in the basket of a cherry picker.
- A long-focus fixed camera positioned approximately 50 m before the finish line in the basket of a cherry picker, looking down the centre of the road.
- A slow-motion long-focus camera for a slow-motion close shot of the winner. This camera should be positioned approximately 50 m behind the finish line, on a tripod, just in front of the line of photographers.
- A wide-angle hand-held camera, in a position behind the finish line to produce images showing the winner fls joy.
- A light camera with a standard focal length, positioned on a platform facing the ceremony podium.
- A wide-angle hand-held camera in the interview area.

Note that the hand-held camera can be used for the podium and/or interview.

11.1.3 Slow-motion system

This system comprises 1 or 2 EVS type 6-channel machine(s) and if possible, an EVS type slow-motion unit. During the race, this equipment must, **as a minimum, be able to record and provide slow-motion output from all mobile sources** and images from motorbikes and helicopters. After the race has finished, the equipment **should provide slow-motion sequences** of all the different images at the finish of the race, as well as a close shot of the winner and shots showing the winner's emotion and joy.

11.1.4 Additional fixed resources for time trials

Time trials require additional fixed resources:

- Near the start ramp: a **hand-held camera** for a shot of the riders as they start.
- At the last intermediate time check: a **long-focus** fixed camera.

These additional resources **must be used during Grand Tours**. They are also highly recommended for time trials in other stage races.

At the finish, the **hand-held camera used for interviews** can provide coverage of the rider with the current best time (if there is a Hot Seat at the finish area).

11.2 RACE INFORMATION SYSTEM

The proper functioning and appropriate use of an information system is essential to facilitate understanding of the race. This system is interfaced with the production truck. The organiser or main broadcaster selects the style of graphics to be used. The information system used must provide at least two overlay signals:

1. The first overlay provides two essential pieces of information for the TV viewer: distance remaining to the finish and main time gap. This overlay should be permanently viewed on screen. It is usually positioned at the top left of the screen.
2. The second overlay shows race position headings as follows:
 - 1) front of the race,
 - 2) chasing rider(s) or peloton,
 - 3) peloton,
 - 4) back of the race.

The use of race position headings should be systematic. As soon as the image changes from one rider or group of riders to another, this rider or group should be named and their position in the race clearly identified.

It is very important to use the position numbers. This means that TV viewers are immediately aware of the position of the rider or group being shown in the race. The numbering of different race positions is also used for providing overall time gap information.

OVERALL TIME GAPS (PRESENTATION OF THE RACE SITUATION)

It is essential for the overall time gaps to be presented on a regular basis, at least once every 3-5 minutes. The overall time gaps use the race position numbering and headings.

In stage races, the overall time gap information shows the positions of the riders wearing the various leader's jerseys.

RIDERS' NAMES

The riders shown on screen should be identified as often as possible: race number, surname, first name, nationality, team name. Details of the composition of a group of riders should be provided regularly. The names of the riders in the group appear below the race position heading.

GEOGRAPHICAL FEATURES

The different places that the race passes through should be identified.

SPEED / GRADIENT OF CLIMB OR DESCENT / WEATHER / WIND DIRECTION AND SPEED

These pieces of information are often essential for a good comprehension of the race. They must be regularly and systematically displayed on the screen.

At the finish, the two overlay signals are dedicated to:

- timing
- display of the results and classifications.

The results must give the names of the riders, their nationality and their team name.

11.3 STANDARD FORMAT OF INTERNATIONAL SIGNAL

The recommended standard format is as follows:

- credits,
- for a stage race: finish of the previous stage + classifications,
- map and profile,
- weather,
- live coverage,
- finish + slow motion replays,
- scenic shots of finish town,
- classifications,
- interviews,
- podium ceremony.

The podium ceremony should start as soon as possible after the winner has finished (10-15 minutes maximum).

11.4 GUIDELINES FOR TV MOTORBIKES

The motorbikes must carry out their work without disturbing the proper functioning of the race. There are normally three camera motorbikes.

MOTORBIKE NO. 1 (FRONT OF THE RACE)

This motorbike must not stay in front of the break. Rather it should circle around the riders in the break:

- initially, the motorbike is in front,
- it then lets the riders pass, this allows them to be observed one by one,
- the motorbike is then behind the group, but after a while it overtakes and returns to the front,
- this procedure is valid for all types of rider groups, whether breaking away or chasing.

MOTORBIKE NO. 2 (IN FRONT OF THE PELOTON)

This motorbike takes up a position in front of the peloton. However, it should vary its position in front of the riders:

- further ahead when images of the peloton are not being broadcast,
- closer when images of the peloton are being broadcast.

If the front of the peloton is in echelon formation, the motorbike must take great care to avoid offering the leading rider any advantage from the motorbike's slipstream. If this occurs, the motorbike should drop back following the angle of the echelon.

MOTORBIKE NO. 3 (BEHIND THE PELOTON)

This motorbike travels behind the peloton and tries not to hinder the team vehicles. For example, if a rider punctures, the motorbike stops in front of the rider rather than behind where the team vehicle will stop to assist with a spare wheel.

The positioning of cameras. There are two basic principles:

- here must always be a camera at the front of the race. This is the function of motorbike no. 1. When the peloton is compact and there is no break, motorbike no. 1 takes up a standby position ahead of the peloton and motorbike no. 2.
- There is always a camera at the front of the peloton and with the group of favourites. When motorbike no. 1 is at the front of the race and a rider or group of riders jumps away from the peloton in pursuit of the break, there are two options:
 - If there is a favourite in the chasing group, motorbike no. 2 accompanies this group. This means that there is no motorbike at the front of the peloton. In this case the helicopter takes up a position at the front of the peloton.
 - There is no favourite in the chasing group. Motorbike no. 2 shows the rider or group leaving the peloton. The motorbike accompanies them for a while, then returns to take up a position in front of the peloton and the favourite riders..

The chasing group will either catch the break, meaning that motorbike no. 1 will take up coverage, or the group will be caught by the peloton as witnessed by motorbike no. 2. Meanwhile, if it is deemed necessary, the helicopter can easily pick out the chasing group to show their position in the race.

DEVIATION POINT AT THE FINISH

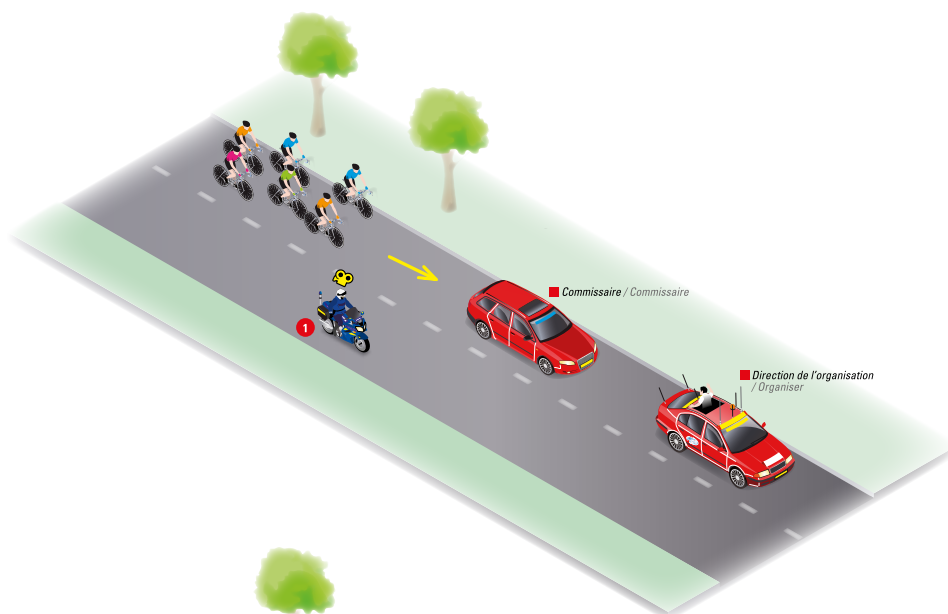
spoilt by being followed by a large number of vehicles. The deviation is an obligatory route for all vehicles in the race convoy that are not authorised to cross the finish line.

The only vehicles allowed to cross the finish line are the following:

- organisation management fls cars,
- commissaires' cars,
- official doctor's car,
- broom wagon (end of race),
- the car of the winning rider fls sport director if the rider finishes alone with an advantage of at least one minute,
- photographers' motorbikes, when arriving sufficiently in advance of the first riders (over 2 minutes),
- TV camera motorbike, when arriving sufficiently in advance of the first riders (over 2 minutes).*

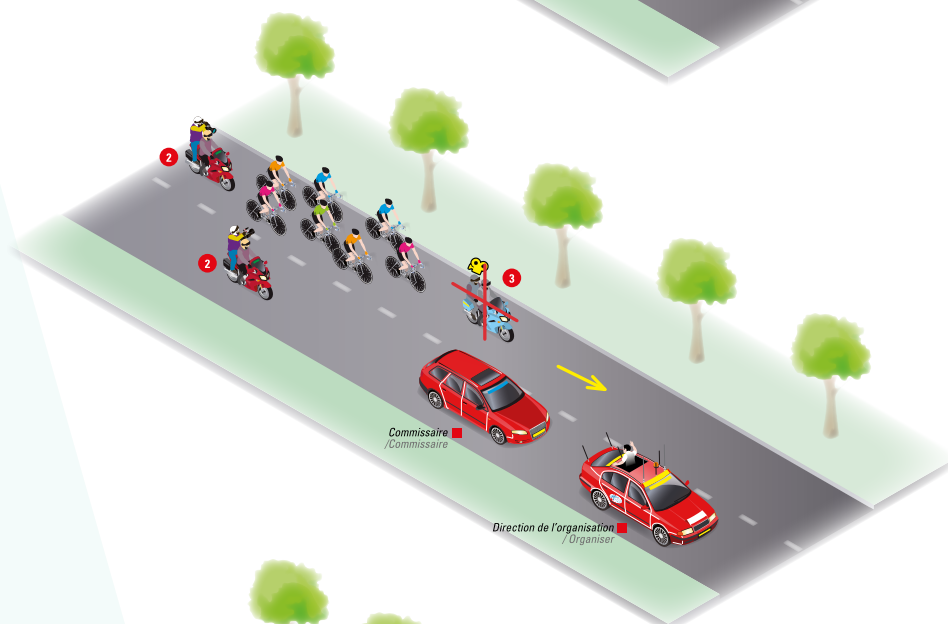
**If so authorised by the race director, TV camera motorbikes may cross the finish line behind the riders.*

RECAP OF CAMERA-OPERATOR'S POSITION DURING THE RACE



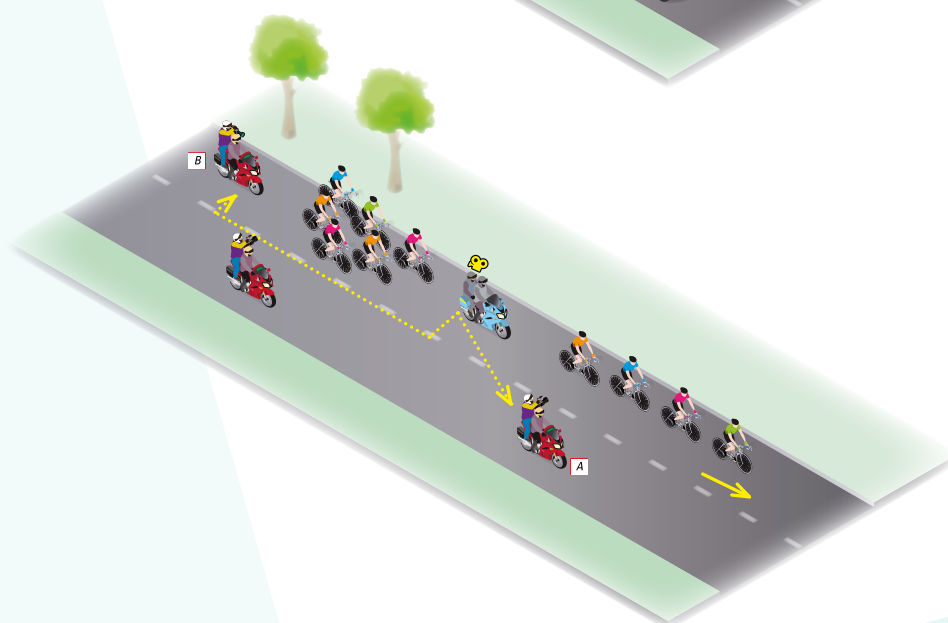
PELOTON ALL TOGETHER

The peloton is moving at a moderate pace, there is just one camera operator at the front of the bunch. TV motorbikes must take care not to hinder the riders or get in the way of other vehicles (1).



GROUP MOVING AT HIGH SPEED

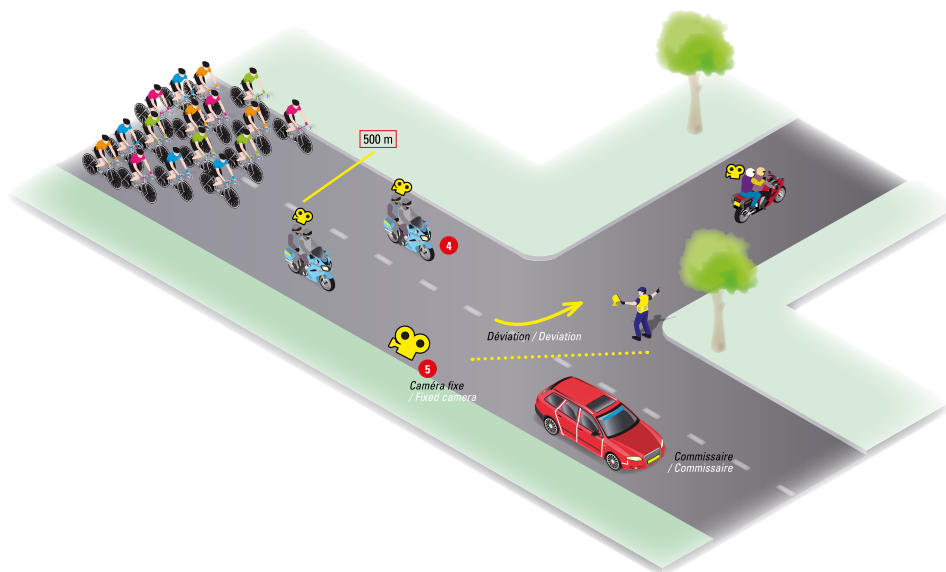
Pictures are shot from behind or from the side (2). TV motorbikes must not take up a position in front of a group moving at high speed. This could hinder or favour certain riders depending on the race situation (3).



TWO GROUPS COMING TOGETHER

When two groups of riders are about to come together, the TV motorbike must not get in between them. The motorbike should:

- A. Take up a position to film from the side.
- B. Take up a position to film from behind.



FINISH

The TV motorbikes must take the deviation before the finish line except in certain special cases with the approval of the UCI commissaires (mountain stage, races that do not have a fixed camera at the finish line) (4). The fixed camera takes over.

11.5 TV PRODUCTION AND SPORTING CONTROL OF THE RACE

The organiser and TV production must ensure that the following arrangements are in place:

- The TV director and TV motorbikes must be able to receive race radio (Radio Tour) and must obey race direction instructions.
- Commissaires must be able to view TV images at all times. Commissaires must be allowed access to the production truck throughout the event and a TV monitor must be installed in the car of the President Commissaires' Panel.

11.6 VIDEO REFEREEING - TV SUPPORT COMMISSAIRE

VIDEO REFEREEING AT EVENTS

The UCI has been present at the finish of certain selected events to carry out video refereeing since 2018. The refereeing is carried out from the UCI TV Support Commissaire Van that is fitted with the necessary equipment.

This facility enables Commissaires to check compliance with the UCI Regulations and ensure the riders' safety by viewing all the TV images (helicopters, motorbikes, fixed cameras, etc.).

The Commissaires meet in the UCI TV Support Commissaire Van after the race/stage to view the images, make decisions and draw up the stage report. The UCI TV Support Commissaire Van also allows a rider or team manager to express their opinion on a specific incident if necessary.

Commissaires must be able to access the UCI TV Support Commissaire Van easily from the finish line.

SETTING UP THE UCI TV SUPPORT COMMISSAIRE VAN

The preparation of the van must be carried out in collaboration with the organiser:

- 1 to 2 days before the race for one-day events,
- Each morning or the day before stages for stage races.

LOCATION OF THE TV SUPPORT COMMISSAIRE VAN

The UCI TV Support Commissaire Van is located just after the finish line in the TV technical area.

It must be positioned in collaboration with the organiser:

- less than 200m from the TV production truck that distributes the various signals;
- within 90m of a power supply.

CONNECTION TO TV PRODUCTION TRUCK(S)

Video feeds must be provided in HD-SDI/3G-SDI format.

The following video feeds are required as a minimum:

- Motorbike cameras;
- Helicopter cameras;
- International Programme / TV Programme;
- Cameras before the finish line;
- Camera in cherry picker above the line;
- Close-up camera after the line;
- Portable HF shoulder camera;
- Finish line camera or photo-finish images.

INTERNET CONNECTION

- The organiser must provide a wired Internet connection of at least 8Mbps to the UCI TV Support Commissaire Van fls router.

CONNECTION TO RADIO TOUR AND COMMISSAIRES' CHANNEL

- The organiser must provide a connection by aeroplane relay to Radio Tour and the Commissaires fl Channel in Transmit/Receive mode via receiver equipment in the UCI TV Support Commissaire Van.

FACILITIES PROVIDED BY THE ORGANISER

The organiser provides the TV Support Commissaire with accommodation and a vehicle and driver for the entire event (stage races only).

More detailed specifications are sent to each organiser one month before the event. Discussions are held with the organiser about the special features and constraints of their event.



PART C

COMMUNICATION

12. MEDIA RELATIONS

At least one person from the organisation should be assigned to communications and media relations.

Information useful to the media must be available one month before the start of the event and must be kept updated. This information includes details of the routes, schedules and access to start and finish areas. The start list must be available on the event's website at least three days before the start. The website must feature an online accreditation form for media representatives.

12.1 ACCREDITATION

The online accreditation procedure must be straightforward and efficient. After a request has been validated, confirmation is sent to the requesting media entity.

The website specifies the location of the accreditation centre (address and GPS coordinates) and times of opening. This information can be sent with the confirmation of accreditation. Access to the accreditation centre must be signposted from the various locations and parking provided nearby.

12.2 START AREA

Media parking must be available at the start area. A mixed zone that is solely accessible to media representatives must be set up in the immediate vicinity of the signing-on platform. The riders are directed through this mixed zone.

12.3 FINISH AREA

A media tent with TV monitors must be set up behind the finish line.

12.4 PRESS ROOM

The press room should only be accessible to accredited media representatives, team press officers and members of the race organisation. The press room should be located in the immediate proximity of the finish line if possible. If this cannot be achieved, shuttles are provided between the press room and the finish line.

Press parking should be provided near the press room.

The press room should be open at least two hours before the finish and as required until the last journalists have left.

PRESS ROOM AMENITIES

- The press room should have workstations for all journalists attending, with tables, chairs and electricity sockets at each position. The press room should be heated if necessary.
- Wi-Fi should be provided with sufficient capacity to allow simultaneous use by several users. The organiser must make suitable arrangements with the Internet service provider and anticipate any connection problems. Connections must be free or provided at a reasonable cost.
- The live TV broadcast must be visible from all workstations in the press room. The event website should also provide realtime information on the progress of the race. It is important to distribute the results and official communiqués to the press room as soon as they are issued by the organiser.
- The transit to hotels after a stage must guarantee that all teams receive equal treatment and minimise the carbon footprint. All teams must use the means of transit provided by the organiser.

A press conference is held in the press room after the podium ceremony:

- **For one-day races:** with the attendance of the riders finishing first, second and third,
- **For stage races:** with the attendance of the stage winner and leader of the general classification,
- The head of press (or a facilitator) oversees the conduct of the press conference in conjunction with an experienced interpreter,
- If the press room is too far from the finish, a video conference can be organised such that the riders do not have to go to the press room,
- **Drinks (water)** must be available at the press room. Although not obligatory, a snack buffet is always appreciated by the media representatives. The organiser provides information in advance on the catering services offered in the press room or nearby,
- Toilets must be available.

13. WEBSITE AND SOCIAL MEDIA

13.1 WEBSITE

At least one person from the organisation should be assigned to communications and media relations.

Websites are the first impression that teams, fans and the media have of your event. With limited investment, a website makes your event more credible through continuous accessibility.

The event website must be available in at least English or French as well as the language of the organising country.

Event websites must include:

- Home page
 - News
 - Latest photos/videos
 - Links to social media
 - Series logo (UCI WorldTour, UCI Women's WorldTour, UCI ProSeries) with a link to www.uci.org
 - Sponsors section at the bottom of the page
 - Language selection (local + English)
 - Sign up for the newsletter
- Information
 - News/Blog
 - Programme
 - Access
 - Ticketing (if applicable)
 - Registration details
 - Technical guide
- Route
 - Maps
 - Time schedule
 - Route profile
- Participants
 - Teams
 - Start lists
 - Rider profiles
- Results/Classifications
 - Results of previous editions
 - Current series ranking
 - Series calendar
- Media
 - Photo galleries
 - Videos

Optional information:

- Newsletter subscription
- Hospitality
- Rider profiles

13.2 SOCIAL MEDIA

Websites alone are no longer sufficient: they must now be accompanied by social media accounts. The following criteria are recommended for all events.

- Set up a Facebook page and Twitter account (Instagram too if possible)
- Define your event's # (hashtag) before the start of the season, share it with the UCI and promote it
- Promote the hashtags of the UCI WorldTour (#UCIWT), UCI Women's WorldTour (#UCIWWT) and UCI ProSeries (#UCIPROSERIES)
- Use the series hashtag at least for the most important information about the event (start list, race start, key moments of the race, winner, podiums, etc.)
- Provide live Twitter updates on the race (if possible)

Social media will enhance the image of your event and consequently that of the series as a whole.

- Before the event
 - Share content from the series on your social media accounts
 - Promote your event in the manner that you want
 - Get involved with the fans
 - Deliver the right information and the right message
- During the event
 - Offer access to exclusive content
 - Interact with the fans
 - Be the main trusted source of information
- After the event
 - Maintain interest in the event
 - Relive the action

Social media will also boost the commercial value of your event:

- Promote your partners' activities
- Promote tickets sales (VIP, Premium, etc.)
- Add value to your commercial offer by including your social media channels in your deal with partners
- Promote tourism in your city/region/country

13.3 SPECIAL PROVISIONS FOR THE UCI WOMEN'S WORLDTOUR

13.3.1 PROGRAMMES PRODUCED BY THE UCI

To promote the UCI Women's WorldTour, the UCI produces the highlights of the stage/race and shares this on social media from the morning after the event.

The media and teams share the video to promote the organisation, riders, teams, sponsors and the entire series.

Moreover, additional videos of approximately five minutes' duration are produced, promoting the riders, teams and races of the UCI Women's WorldTour.

The content required after each stage of a stage race or one-day race is described below.

We must receive this content on the same day as the stage/race, within three hours of the end of the podium ceremony.

13.3.2 CONTENT TO BE SUPPLIED TO THE UCI

For one-day races and after each stage of stage races, the organiser or producer shall send, as soon as possible after the end of the stage/race, a rough cut of at least 20 minutes to the UCI featuring a minimum of 5 minutes of race footage and including the following elements:

- Team presentation
- Minimum of two interviews before the start
- Signing-on platform
- Atmosphere at start area
- Neutralised start and start proper
- Main race incidents
- Winner of the stage/race crossing the line
- All podium participants (including the award of the UCI Women's WorldTour jerseys)
- A minimum of two rider interviews, including the winner of the race/stage

A UCI camera crew will be on site for all races of the UCI Women's WorldTour.

Please make sure they can access the various areas. They will also be responsible for collecting the rough cut.

13.3.3 ROUGH CUT CHARACTERISTICS

Quality: HD 1080i/50 (HD1080i/59.94 for US races)

Formats: DNX120 (avid) or Apple ProRes 422

Interview: in English with the journalist off camera

Race footage: no graphics and no commentary

DELIVERY

Hard disk: directly to the UCI camera crew

FTP account: UCI account (FTP details will be sent individually). If you want to use your own FTP account, please send the UCI the details as soon as possible.

13.3.4 COMMUNICATION WITH THE UCI

UA complete list of the TV programmes produced on a race (live TV schedule and list of broadcasters) must be sent to the UCI by the end of the current year at the latest.

At least 4 days before the start of the race, the organiser must send the UCI an updated, comprehensive list of the scheduled coverage, broadcasters and distribution channels.

The objective is to maximise communication about the visibility of the races and to inform as many people as possible by passing on information through our channels. Your cooperation is essential.



PART D

**USEFUL
DOCUMENTATION**

14. USEFUL DOCUMENTATION

14.1 REMINDER OF DOCUMENTS TO BE SUPPLIED TO THE UCI

WHAT	WHEN	TO WHOM
PRESENT THE DRAFT RACE ROUTE	Before any application to the authorities or official presentation	UCI Administration and UCI Technical Adviser
TECHNICAL GUIDE	1 month before the start of the event	UCI Administration and UCI Technical Adviser, UCI Commissaires, CPA Technical Delegate, Teams, etc.
RISK EVALUATION	6 weeks before the event	UCI Administration and UCI Technical Adviser, UCI Commissaires, CPA Technical Delegate, Teams, etc.
VIDEO OF THE FINAL 3-5 KILOMETRES	Several months before the start of the event	UCI Administration and UCI Technical Adviser, UCI Commissaires, CPA Technical Delegate, Teams, etc.
ROUGH CUT OF THE EVENT (UCI WOMEN'S WORLDTOUR ONLY, SEE POINT 14.3)	To be provided after each stage	UCI or UCI camera crew

14.2 REGULATIONS AND PUBLICATIONS

14.2.1 UCI Regulations



- The UCI Regulations, including Obligatory Invitations for events in 2020, are available [here](#) on the UCI website.

14.2.2 UCI Financial Obligations



- The UCI Financial Obligations are available [here](#) on the UCI website.

14.2.3 UCI Publications



- UCI Publications are available [here](#) on the UCI website.

14.3 GRAPHIC CHARTERS

14.3.1 UCI WorldTour



- The UCI WorldTour Visual guidelines are available [here](#)

14.3.2 UCI Women's WorldTour



- The UCI Women's WorldTour Visual guidelines are available [here](#)

14.3.3 UCI Pro Series



- The UCI ProSeries Visual guidelines are available [here](#)



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