Manitoba 2006 Road Commissaire/Organizers Roles & Responsibilities

Approved by 2006 MCA Road Committee April 6,2006

Subject/Role	Event Organizer	Commissaire
Event Organizer	The Event Organizer cannot also act as the Chief Commissaire for the Event.	The Chief Commissaire for the Event cannot also act as the Event Organizer.
UCI License	CCA/UCI License required	CCA/UCI Commissaire License
Uniform	None required	Should be easily identifiable as a commissaire, and should not wear club clothing.

Preparation of Race Plan	Event Organizer	Chief Commissaire for the Event
1. Establish the Course & Distances		
Point-to-Point Race	Road Use Permit required. Ensure safety of the course. Avoid major high-speed traffic, identify areas for potential traffic problems, such as crossing intersections (where traffic lights exist at intersection, it must be monitored by police). Identify any railway crossings as this will require an additional commissaire to monitor the crossing to stop and restart race if required. (as per Rule Book)	Should be approved by Chief Commissaire or designate.
Circuit Race	See Point-to Point Race. In addition, consult Rule Book for minimum circuit length.	Should be approved by Chief Commissaire or designate.
Criterium	See Point-to-Point Race. Consult Rule Book for minimum and maximum length of lap. No actively used railway crossing allowed.	Should be approved by Chief Commissaire or designate.
Time Trial	See Point-to-Point Race. Preferably smooth pavement.	Should be approved by Chief Commissar or designate.

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Cyclo-cross	Ensure safety of the course <mark>What is required to use public parks, private property?</mark>	Should be approved by Chief Commissar or designate.
2. Apply for Road Use Permit	MCA applies for seasonal Birds Hill Park Road Permit that covers all scheduled road events. Maintain a copy of the seasonal permit and have available at the event. RCMP Permit required when race course uses a public highway. Local/City Police Permit required for use of public roadway. Allow lots of time. The Road Use Permit Application requires a detailed Event plan, including race course, location of marshals, location of race signs, etc.	Inform Chief Commissaire or designate when Road Use Permit is in place.
3. Establish locations where Marshalls required	In Birds Hill Park a Marshall should attend every road entering from the right side of the rider including the cycling path on the North Drive. For other course locations, establish marshalls at intersections, blind spots & back lanes. etc.	Inform Chief Commissar or designate to review marshall locations to ensure safety of course.
4. Establish First Aid/Medical	Responsible for first aid/medical to be in attendance, anyone licensed as a First Responder. Determine how first aid will be notified during the race and able to safely reach the incident. Medical kit available from MCA. Any supplies used must be replaced prior to returning to the MCA.	Cannot permit race to proceed unless first aid is in place.
5, Ensure Communication Devices will be available	Responsible to arrange for proper equipment o walkie-talkies o cell phones o hand held portable or network radios Responsible to establish frequencies for	Chief Commissaire or designate to confirm communication devices are included in plan.

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	information exchange Responsible for batteries properly charged, back up batteries available, and back up communication device in place Radios should be issued to: ○ Medical ○ Chief Commissaire ○ Follow vehicles ○ Marshalls When cell phones are used, provide a list of names & numbers for the above list.	
6. Establish Distance for all Categories (M/F) & Feed Zones for Point-to-Point & Circuit races	Consult MCA Road Director for local distance minimums & maximums as established for Manitoba for our Categories. For Provincial Championships, consult CCA/UCI Rule Book. Establish Feed zones.	Chief Commissaire or designate to confirm distances are appropriate. Confirm Feed Zones are within UCI Rule Book. (not within first 50 kms, not within last 20 kms)
7. Establish Prize Structure	Consider prize structure for the event. Include in Race Plan or post on site. • None • As established in Race Plan or as posted	Prior to start of race, inform Chief Commissaire for Event of the number of placings per category that will be awarded prizes.
8. Establish Registration & Sign-in process	Determine when registration should open and close. For weekday events, it should close a minimum of 30 minutes prior to race start time. For weekend events, it should close 60 minutes prior to race start. Appoint volunteers to handle cash and assist with sign-in. For races with pre-registration, riders are still required to sign-in at registration.	Commissaire needs to be in attendance at registration to validate rider licenses.
9. Review Race Plan	Review full Race Plan with Chief Commissaire or designate as soon as possible and no later than 1	Chief Commissaire or designate to ensure understanding of race plan. Prepare commissaire plan that includes assigning

Preparation of Race Plan	Event Organizer	Chief Commissaire for the Event
	week prior to the event. Discuss any arrangements required for out-of-town events where accommodation, mileage & meal expenses should be considered. Commissaire fees are as follows: Weeknight: $25/commissaire to a max of 3 Weekend: $50/commissaire per day to a max of 3.	roles & responsibilities to the Commissaires & volunteers assisting the Commissaires in preparation for the race: • Chief Commissaire for Event • Validate Licenses at registration • Perform bicycle checks • Start line Commissaire, Finish line Commissaire • Timekeepers (start & finish for time trials) • Recorders of race events for lap counting & incidents • Assign commissaries to categories where support vehicles are in use. • Communicate this to the Commissaires, volunteers assisting, and the Event Organizer prior to race day.
10. Post the Event Announcement	Post details of your race on MCA website. Contact cyclemanitoba@hotmail.com This announcement can be posted prior to Race Plan being finalized and then should be updated to provide further details. Minimum details include: • Date, Location, Type of Race, Distance for each Category & if it is a Manitoba Cup Event • Registration open & close times • Distance by Category	
11. Arrange to pick up technical equipment	Contact the Technology Equipment Director to arrange to pick up required equipment. Contact the Road Bike Co-ordinator to arrange to pick up the banner & canopy for the event.	Inform Chief Commissaire for the Event that arrangements for the equipment has been made.

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Prior to Event Start	Event Organizer	Chief Commissaire for the Event
Course preparation	Ensure that course has been prepared for safety, signs are in place, finish line is well marked and registration area is set up prior to registration start. Hang the MCA Banner in the start area. Set up the MCA canopy at the start area to be used by the Registration volunteers and Commissaires.	Assign a Commissaire to review the race course. All Commissaires should arrive at least 15 minutes prior to scheduled start of registration, unless otherwise advised by Chief Commissaire for the Event.
Course safety	Ultimately the responsibility of the event organizer. Provide a list of all marshalls and their appointed locations to the volunteer organizer. Ensure that all marshalls are in place at their appointed locations, wearing vests, carrying caution flags, and carrying stop signs. • For criteriums, clear roadway of: • Unsafe objects. • Ensure that potholes are not in the general path of the riders, clearly marked for their presence, and that riders are warned of the hazards well in advance • Ensure that cracks in pavement are not in the general path of the riders, clearly marked for their presence, and that riders are warned of the hazards well in advance • Mark hazards with water-soluble florescent paint • Solid, immovable objects in vicinity of corners should be appropriately protected with hay bales/mattresses (lampposts/street signs/mailboxes etc.)	Ensure that appropriate actions have been taken to make the course safe. Ensure that railway crossings are properly marshaled (see point to point Race) and potential race stoppages are mitigated for fairness to riders

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Support Vehicles	Ensure that support vehicles are in place and ready to accompany each category and has hazard lights flashing. Ensure drivers are aware of course. Responsible that the vehicles have sufficient gas for the duration of the event.	Ensure that support vehicles are assigned appropriately to the categories, and commissaries are in place to support vehicles as appropriate.
Radio Communication System	Organizer responsible to ensure that course marshalls can communicate with each other effectively. Where cell phones are in use, provide a list of cell phones numbers to the Chief Commissaire for the Event for: o Medical o Chief Commissaire o Follow vehicles o Marshals (use whistle, flags for riders approaching)	Commissars should test and be aware of the limitations in the communication system. Understand who is carrying communication devices & cell phone number list where cell phones in use. o Medical o Chief Commissaire o Follow vehicles o Marshalls

The Event	Event Organizer	Chief Commissaire for the Event

Registration	• Ensure volunteers are in place for registration process and are prepared to handle cash.
	• Appoint a volunteer that can answer any entry fee questions
	• Provide list of pre-registered & pre-paid riders
	• Organizers must ensure that event waivers are properly signed.
		• Responsible to stay until registration is complete
		• Responsible to generate a start list
		• Responsible to check licenses
		  • Licenses must not be defaced. Temporary licenses are only valid for 2 weeks.
		  • Licenses must be signed by the rider
		  • Licenses without photo must be supported by photo id
		• Responsible to ensure that riders are placed in their license category
		• Perform bicycle checks as required.

Race Start	• Assist commissaire where required	• Arrange riders in their categories

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		• Responsible to conduct roll call & number verification to control start times and DNS • Review any special race details • Provide final instructions re. Special hazards, rough road etc. • Review where feed zones are located and when feeding is permitted. • Ask if they have any questions • Perform visual check to ensure that all riders are displaying numbers, wearing properly fitted helmets and there are no obvious safety defects on their bikes • Synchronize timers. • Start the Race (whistle is preferable)
Rider Injury	Complete and Incident Report Form and submit to the MCA in a post race report	Prepare your own records of what occurred in the event that further investigation is warranted. Include facts and not your opinions: • Names of witnesses • Witness statements • Diagram of accident scene showing where rider exited bike and landed • Estimated speed of rider • Other contributing factors
Race Finish	• Provide finish lines volunteers and direct them to act under the guidance of the commissaire • Provide volunteer video camera operator, which is extremely valuable to assisting with accurate race results • Prize distribution upon results declared official by commissaire • Sweep the course for stragglers and check with Chief Commissaire that all riders are	• Note the rider number and finish time to another volunteer • A back up timer at the finish is valuable if something is missed and for verification purposes • Record numbers and times in the order of finish • Use the start sheets to check off riders who have finished in order to account for all riders • Once the last rider is in and the course is swept for stragglers, check the timers results against lap sheets to

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	accounted for.	verify results before declaring the results official
Results	• Post race results.	• Calculate results and provide to the organizer for posting.
Results Claims	• Do not handle any results claims, refer to the commissaire	• Responsible for result claims and protests • Treat any claims with mutual respect and courtesy to the rider
Protests	• Do not handle any protests, refer to the commissaire	• Be thorough in gathering all information prior top making a decision. • Use your best judgment based on the all information at hand and stick to the facts. • Be prepared to defend your decision with clear logic anticipation of rider questioning • Use the provisions on the regulations to assess any penalties • Do not change your mind unless new information is brought to your attention • Communicate decision with tact and diplomacy
Commissaire Fees	Provide Chief Commissaire with standard commissaire fees. Weeknight: $25/commissaire to a max of 3 Weekend: $50/commissaire per day to a max of 3. Note: Accommodation, mileage and meal expenses are in addition to the Fees. Make agreements on this with Chief Commissaire prior to the event.	Collect Commissaires fees and disburse appropriately.

Post Event	Event Organizer	Chief Commissaire for the Event
Post Event	Review the events of the day, ensure any questions you have are answered	Review the events of the day with the organizer, successes and areas for improvement
Return Technical Equipment	Account for all equipment and promptly return to the Technology Equipment Director. Return the Banner & Canopy to the Road Director. Ensure you inform each how missing items/damaged items will	

	be repaired/replaced.	
Lawyer/Insurance Info requests	Refer all requests to the MCA.	Contact MCA immediately. Cooperate fully. Answer all questions thoroughly and honestly. Do not offer information, do not provide personal opinions.

Additional Information	Event Organizer	Commissaire
Items to Bring	• staple gun and staples, duct tape for results posting • large black marker • video camera to film the finish • additional zip ties, safety pins for plates and numbers	• current commissaire license • stopwatch for back up timing • watch for the time of the day • clipboard for keeping forms in order • clear plastic bags to cover clipboard in the event of rain or snow • pens - one is never enough • paper for writing down details of infractions • commissars guide/rule book for reference
Items that are nice to have	• drinks and light food for the participants upon the finish of the race	• start whistle • staple gun and staples, duct tape for results posting • large black marker • bullhorn • additional zip ties, safety pins for plates and numbers
Personal Items to Bring	• sun block, sun glasses • bug repellent • rain gear/hat • Extra clothing, temperatures can change dramatically, and can go from dry to wet very quickly.	• sun block, sun glasses • bug repellent • rain gear/hat • Extra clothing, temperatures can change dramatically, and can go from dry to wet very quickly. • Food & water