

MCA RACE CALENDAR POSTING

To help us facilitate the advertising of your event please follow these instructions

- replace all the information in the brackets with your own information
- create your own complete race bible and post it to your own website. A link to your website/blog will be attached to the MCA Race Calendar posting .
- if you do not have a website or blogpost we will post the race bible details for you. Please provide details **1 month in advance** to race date.
- this document **MUST** be returned in **.rtf or .txt format**, please **DO NOT** send a Word (.doc) documents as this currently requires us to reformat your information which can delay the posting of your information

INFORMATION FOR MCA RACE CALENDAR

Organizer: (replace this statement with the name of the contact person for your race)

Phone #: (replace this statement with the phone number of the contact person who can answer questions about your event)

Email: (replace this statement with the email of the contact person who can answer questions about your event)

Event Date(s): (replace this statement with the day of the week, month and date for your event)

Start Time: (replace this information with the time that participants can begin to sign in for your event)

Finish Time: (replace this information with the time you anticipate your event will end)

Poster: Please attach your poster to the email. **This must be in a .png or .jpg format**, please **DO NOT** send Word (.doc) or .pdf documents.

Website: (please replace this information with the url to your race bible or team's website. We need this to create the link to your race bible).

CLUB RACE BIBLE Information for your website/blog:

Host Club: (the name of your club)

Race Organizer: (the name of the race organizer)

Phone #: (the phone number of the race organizer)

Email: (the email for the race organizer)

Date: (date of your event)

Location: (a detailed description of the location of your event)

Driving Directions: (provide the link of a Google Map with point to point directions from Winnipeg and other centres)

CLUB RACE BIBLE con't:

Eligibility:

The race is open to all those with a valid UCI/CCA/MCA license. MCA citizen license holders do not qualify for the provincial championships, they are eligible to race in the Citizen race.

Categories: (provide a bulleted list of each category)

Pre-registration: (provide information about pre-registration, see example. ATTACH a PDF of the race registration and waiver and provide a link to your online registration)

Pre-registration can be completed online or in-person.

Online Set-up: Contact mli by downloading the entry and the waiver forms, filling them out and bringing them to the race. "In-person registration" must include payment of race fees; cash or cheque (make cheques out to the "Name of Your Club") only. To set-up online race registration, contact CCN (cycle component network) at 1-888-988-2453 or Phil@ccnbikes.com.

Race Day Registration: (provide information about your race day registration process)

Cost: (provide information about the cost of your event for each category in a bulleted list)

Race Start Times: (provide the start time for each race)

Length of Race by Category: (provide detailed information about the length or distance of race for each category, this must be a bulleted list)

Race Course: (provide detailed information about your race course)

Race Rules: (provide important information on the race rules for your event)

Parking: (provide information about the availability of parking at your race venue)

Washrooms: (provide information about the availability of washrooms at your event)

Attachments: (please attach all race maps, registration, waivers, and posters to the email)

Forward all details to your discipline coordinator:

1) Mountain Bike: Jackson Locken (Email: j_locken@hotmail.com)

2) Road: Daniel Degagne (Email: Ddegagne@ustboniface.ca)

3) Cyclocross: Terry Macyk (Email: Macyk1984@gmail.com)

Examples of Race Bibles:

- Mountain Bike: <http://mbcycling.ca/?p=2364>
- Road: <http://mbcycling.ca/?p=424>
- Cross: <http://mbcycling.ca/?p=584>

Where to Get Forms: You can find all the forms and information you need for your event on the MCA website, under the "Organizer" tab.

