



**RACE CALENDAR SETTING POLICY**

PURPOSE

To collaboratively establish the MCA’s annual race calendar. This calendar incorporates all disciplines including Road, Criterium, ITT, Mountain Bike, Cyclo-cross, and Kids of Mud races.

DESCRIPTION OF KEY STAKHOLDERS

The collaborative creation of the annual race calendar requires the full participation of the following stakeholders:

- Executive Director of the MCA
- MCA Provincial Program Coordinator
- Mountain Bike Chair
- Road Chair
- MCA Provincial Coach
- Chief Road and Mountain Bike Commissaires
- Active commissaires
- Kids Of Mud chair
- Club organizers responsible for individual events.

RESPONSIBILITIES AND TIMELINES FOR KEY DECISIONS

The development of a race schedule involves a collaborative process that takes several months and incorporates various deliverables.

<b>Step</b>	<b>Timeframe</b>	<b>Who is involved</b>	<b>Who is responsible</b>
A. Each Committee reviews the previous year’s race season and identify:	During October or	KOM committee	Each Committee Chair
1. What went well (that we should do again)	November	Road committee	
2. What didn’t go well (that we should not do again)	committee meetings	Mountain Bike Committee	
3. What could we do differently to make it even better		Provincial Program Committee	

B. The committee reviews are distributed to the BOD	By end of November	Committee Chairs	Each Committee Chair
C. Set calendar setting meeting date for early January	By end of November	Committee Chairs	Each Committee Chair
D. The Board of Directors identify general priorities for the upcoming race season	By end of December	Board of Director	President
E. Determine when the Provincial team will be at National events and distribute to Committee Chairs	By end of December	Provincial Program Committee	Provincial Program Chair
F. Determine dates of major conflicting events (including Bikes of Broadway, Muddy Waters, etc.) and distribute to Committee Chairs	By end of December		Mountain Bike and Road Chairs
G. Race calendar setting meeting that will include all key stakeholders identified above and will establish and finalize: 1. Dates and potential organizer for Provincial Championships in each of Road, Criterium, ITT , Mountain Bike and Cyclo-cross 2. Date and confirmed organizers for Cup series races for Road, MTB, Cyclo-cross and Kids of Mud. 3. Dates and organizers confirmed for non-Cup events for both Road, Mountain Bike and Cyclo-cross, ensuring no conflict with any Provincial Championships or Cup events	Early in January	All identified stakeholders	The meeting will be jointly chaired by the KOM, Road, and Mountain Bike Committee Chairs
During this meeting, a teleconference or videoconference option will be provided to ensure the participation of stakeholders around the province.			
H. The race calendar is posted on the MCA website	By end of January*	Not Applicable	MCA Executive Director
I. Ensure the race calendar remains up to date and changes to the calendar are made when needed	Ongoing		Each Committee Chair

\* or within 2 weeks of the CCA announcing the dates of the National Championships and Canada Cup events, whichever is later.

Road, Mountain Bike and KOM committee chairs are also responsible to ensure that race organizers understand the roles and responsibilities associated with hosting a sanctioned race (as outlined by the Mountain Bike Commissaires' Handbook or the Road Commissaire Guidelines).

This includes forwarding race information (race date, time, venue, cost, and registration information) to the MCA for posting 2 week before the the event, failure to do this will result in the race being removed from the calendar.

Cup events and Provincial Championships are held on either Saturdays or Sundays, with the exception of the Stony Mountain crit which has been grandfathered as a weeknight cup race.

Non-cup events will not conflict with dates identified for Provincial Championships or Cup races for any discipline.

Only MCA sanctioned races and CCA Nationals are to be posted on the Race Calendar. Races are sanctioned by the MCA when all of the following criteria are met:

1. abide by the UCI/CCA/MCA Rules and Regulations governing the specific activity, and
2. prepare and implement an Emergency Response Plan, including an adequate emergency response team to deal with all potential incidents related to their activity and the provision of first aid services, and
3. abide by the criteria established in the Race Organizer's Manual and Technical Document and the Road Organizer Responsibilities, and
4. designate commissaires trained in the specific discipline to oversee the race, and
5. ensure insurance, provided through the MCA, is secured.

The Chief Commissaire of each discipline can assist Organizers in procuring commissaires for each event.

Only MCA sanctioned races may use the MCA Logo and reference the Manitoba Cycling Association, its committees, clubs or members.

If any of these 5 criteria are not met, the activity is an event, not a sanctioned race. Events are welcome to be posted on the MCA Event Calendar.

"Approved by the Board of Directors of the Manitoba Cycling Association by motion at a Board meeting held on July 20, 2011"