



## RACE CALENDAR SETTING POLICY

### PURPOSE:

To collaboratively establish the MCA's annual race calendar.

The calendar incorporates all disciplines including Road, Criterium, ITT, Mountain Bike (including Kids of Mud races), Fatbike, and Cyclocross. All events are sanctioned by the MCA board of Directors, and therefore under MCA's insurance banner.

### DESCRIPTION OF KEY STAKEHOLDERS

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 Commissaries
- Active commissaries
- 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:

STEPS	ACTION	TIMELINES	RESPONSIBILITY	LEAD
#1	Each Committee reviews the previous year's race season and identifies: <ol style="list-style-type: none"> <li>a. What went well (that should be done again)</li> <li>b. What didn't go well (that we should not do again)</li> <li>c. What we plan to do differently or better (plans for the next race season)</li> </ol>	Wrap-up meetings occur immediately after the Provincial Championships or upon completion of the program.  KOM: <b>JUNE</b> MTB/ROAD: <b>SEP</b> CX/Fatbike: <b>OCT</b>	Race & Program Committees	KOM Director MTB Director ROAD Director CX Director

<b>STEPS</b>	<b>ACTION</b>	<b>TIMELINES</b>	<b>RESPONSIBILITY</b>	<b>LEAD</b>
#2	The committee review is distributed to the board via the Race/Program Director's monthly report.	Monthly Board Meeting	Race and Program Directors	Race and Program Directors
#3	Annual report is presented to members at the AGM.	November	Race and Program Directors	Race and Program Directors
#4	Next Race Calendar Meeting is set & posted to website	November	Race Directors	Admin Assist
#5	The Board of Directors identify general priorities for the upcoming race season. Budgets for April are approved in December.	November/December	All Board & Staff	MCA Board
#6	Determine when the Provincial Team will be at national events, and any other conflicting events that may affect local race participation. Distribute to committee Directors.	December	Provincial Program Committee	Provincial Head Coach
#7	The Race Directors establish their working committees, determine race organization interest, and invite all representatives to the Race calendar meeting.	November/December	Race Directors	Race Directors
#8	<p>Race calendar meeting that will include all key stakeholders and will establish and finalize:</p> <p>A) Dates and potential organizer for Provincial Championships in each of Road, Criterium, ITT, Mountain Bike and Cyclo-cross.</p> <p>B) Date and confirmed organizers for Cup series races for Road, MTB, Cyclo-cross and Kids of Mud.</p> <p>C) Identify which races will be included in each "Cup Series" (Road/MTB/CX).</p> <p>D) Dates and organizers confirmed for non-cup events for Road, Mountain Bike, Cyclo-cross, and Fatbike ensuring no conflict with any Provincial Championships or Cup events.</p> <p>During this meeting, a teleconference or videoconference option can be provided to ensure the participation of stakeholders around the province.</p>	Early January	All Stakeholders identified above	The meeting will be jointly chaired by the Race Chairs and supported by the Provincial coach.
#9	Event dates are finalized with organizers by the Race Directors	Before January board meeting	Race Directors & Provincial Coach	Race Directors & Provincial Coach
#10	The Race calendar is	As per scheduled	Race Directors	MCA Board of

	approved/sanctioned by the MCA Board of Directors.	board meeting in January		Directors
#11	A draft list of events will be posted to the MCA website (excel format).	February 01	Race Directors	Admin Assistant
#12	Final sanctioned events will be posted to the Event calendar on the MCA website.	March 01	Race Directors	Admin Assistant
#13	Race pamphlets to help promote sanctioned events will be printed and distributed to shops and other organizations identified.	Mid March	Race Directors	Executive Director
#14	Ensure the race calendar remains up to date and changes to the website are completed. Race pamphlets will not be re-printed if dates are changed.	Ongoing	Race Directors	Race Directors

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

This includes forwarding race information (race date, time, venue, cost, and registration information) to the MCA for posting a minimum of 1 month before 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, except for the Stony Mountain Criterium 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 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*
- 2) *Abide by the criteria established in the Race Organizer's Manual and Technical Document and the Road Organizer Responsibilities*
- 3) *Designate commissaries trained in the specific discipline to oversee the race, and ensure insurance, provided through the MCA, is secured.*

The Chief Commissaries of each discipline can assist Organizers in procuring commissaries 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 “cycling for all” section of the website.

“Approved by the Board of Directors of the Manitoba Cycling Association by motion at the Board meeting held on **January 28<sup>th</sup>, 2019**”

**Revised at the MCA board meeting on Jan 07, 2020**



