



## RACE CALENDAR SETTING POLICY

### PURPOSE:

To collaboratively establish the MCA's annual race calendar.

The calendar incorporates all race disciplines including Road, Criterium, ITT, Mountain Bike (including Kids of Mud races), Fatlike, 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 Director
- Road Director
- Cyclocross Director
- MCA Provincial Coach
- Chief Commissaries
- Active commissaries
- Kids of Mud program Director
- Technical Director (MCA Vice President)
- 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.<br><br>KOM: <b>JUNE</b><br>MTB/ROAD: <b>SEP</b><br>CX: <b>OCT</b><br>Fatbike: <b>APR</b> | Race & Program Committees | KOM Director<br>MTB Director<br>ROAD Director<br>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 & Provincial Coach | 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 setting 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 Cycle-cross.</p> <p>B) Date and confirmed organizers for Cup series races for Road, MTB, Cycle-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, Cycle-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 requested to ensure the participation of stakeholders Around the province.</p> | Early to Mid January  | All Stakeholders identified above | The meeting will be jointly chaired by the Race Directors and supported by the Provincial coach. |

| <b>STEP</b> | <b>ACTION</b>   | <b>TIMELINES</b>                          | <b>RESPONSIBILITY</b>             | <b>LEAD</b>                       |
|-------------|---|---|-----------------------------------|-----------------------------------|
| #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 approved/sanctioned by the MCA Board of Directors.   | As per scheduled board meeting in January | Race Directors                    | MCA Board of Directors            |
| #11         | A <u>draft</u> list of events will be posted to the MCA website (excel format).   | Feb 01                                    | Race Directors                    | Admin Assistant                   |
| #12         | Final sanctioned events will be posted to the Event calendar on the MCA website.  | Mar 01                                    | Race Directors                    | Admin Assistant                   |
| #13         | Race pamphlets to help promote sanctioned events will be printed and distributed to shops and other organizations identified.                     | 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 Directors 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 could 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 crib 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 will 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 by the MCA board of Directors on Jan 07,2020.](#)





