



Mountain Bike Manual

*For Racers and Organizers**

*contains links to up-to-date documents on MCA Website

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1. The Manitoba Cycling Association

The Manitoba Cycling Association Inc. (MCA) is the not-for-profit provincial governing body for cycling. The MCA is affiliated with cycling's National body, Cycling Canada Cyclisme, which operates under the authority of the world governing body for cycling, the Union Cycliste Internationale. Under the umbrella of Sport Manitoba the MCA's mandate is to develop athletes, coaches, officials, and volunteers. The MCA represents the cycling disciplines of Road, Mountain Biking, and Cyclo-cross. Development programs under the MCA umbrella include the Kids of Mud Program, BMX, and the Provincial Cycling Program. Website: <https://mbcycling.ca/>

2. The (MCA) Mountain Bike Manual

The Mountain Bike Manual serves to inform and describe the operation of mountain bike events and races in the Province of Manitoba. The goal of this manual is to help promote consistency, fairness, and safety within our sanctioned events.

The Mountain Bike Manual shall be considered the authoritative and definitive document for MCA sanctioned mountain bike racing in the Province of Manitoba. This document is an adaptation of the UCI's rules and regulations for mountain bike competition applied in this Province. In the case of discrepancies within this manual, or specific details not covered herein, please refer to the UCI approved rules and regulations.

UCI official rules and regulations can be found on the UCI Website at:
<https://www.uci.org/inside-uci/constitutions-regulations/regulations>.

For Non-UCI events or races (Still MCA Sanctioned Events), this Manual shall serve as an informative and structural guide for Racers, Organizers, and Commissaires in regards to planning, setup, operation, safety, and conduct of Mountain Bike events in Manitoba.

For definitions of specific terms related to MTB racing, please see Glossary of Terms at the end of this manual.

3. Mountain Bike Races - Types and Specifications

Mountain bike courses vary according to the location where the race is hosted, and how the course is laid out. You can expect a variety of surfaces such as hard pack, dirt, loose gravel, rock, mud, grass, sand, asphalt, etc. The amount of climbing & descending in a particular race depends on that area's available elevation and course layout. A course may include tight or windy single track, downhill, rapidly undulating terrain, and wide-open sections. Depending on course features, participants must be prepared to employ bike handling skills appropriate for the given terrain and conditions. Necessary skills often include cornering, speed checking, climbing, altering body position on the bicycle, passing, sprinting, navigating rocks & roots, and looking ahead to prepare for upcoming features and changes in terrain. These are the aspects that make mountain biking fun and challenging!

Mountain bike races in Manitoba primarily consist of Cross Country (XCO) races (Cup Races & Provincials) and distance-based XC races including Cross Country Marathon races. (Wednesday Night Race Series and other non-cup endurance races, usually hosted on weekends).

Cross Country Olympic (XCO) events consist of lap races around a short circuit (4-10km). XCO races are the only mountain bike event at the olympics. They are high intensity races focusing on rider ability rather than distance. The MTB Cup race series and the Mountain Bike Provincials race are XCO events. XCO races vary in target length from 50 minutes to 1.5 hours depending on a rider's ability category. Participants must hold a valid MCA Provincial or UCI race license* and must race in their approved or licensed ability category.

Cross Country Distance-based events are also popular in Manitoba. They include both short and long events where participants may choose their race entrance based on the distance options provided. Formats may include XCP (point to point) or circuit-based races of varying distances. These races include laps of a set circuit of varying length. These events may fall into other categories such as XCM (Cross Country Marathon), and XCC (Cross Country Short Track) but as only a few such events are offered each year, the naming conventions are not particularly relevant.

To compete in a distance MTB race, organizers may either choose to have "open" race insurance to cover all racers (valid UCI/Provincial license not necessary), or they can choose standard UCI or Provincial licensing. Participants may not need to hold a valid license to race as their entrance fee may cover the necessary insurance. Please see the event-specific Race Bible. For events requiring a valid MCA or UCI license, day permits may be offered.

Other Mountain Bike Events include XCC (Cross Country Short Circuit), XCE (Eliminator), XCT (Time Trial), XCS (Single Stage), XCR (relay), DH (Downhill), Enduro, Dual Slalom, and 4x (four cross)

12/24-hour races. Although not as common, various formats of races have been offered in the past. The MCA is available to sanction just about any type of event so long as the organizer meets the sanctioning criteria.

*Day permits may be available at a cost of \$20 (2022) per event for non-MCA licensed riders who wish to participate in an MCA-sanctioned event without purchasing a full license. Up to three Day Permits may be purchased per year. The cost of Day permits can be “rolled” into a full license at any time.

{IMPORTANT} Day permits DO NOT provide sport accident or liability insurance for the permit holder. Rather, they are in place to “Protect” the MCA, the Race Organizer and volunteers, and licensed riders. We strongly encourage all participants to consider the benefits of a full MCA racing license.

4. Licensing and License Details

- See available license types and full descriptions here: <https://mbcycling.ca/membership/>
- Each participant must hold a valid license or purchase a day permit* in order to participate in MCA sanctioned races in Manitoba. This can be a UCI racing or MCA Provincial license.
- MCA Provincial licenses allow participants to access a lower-cost license option if they plan on racing exclusively in Manitoba. If racers wish to race UCI events outside of the province, including internationally, they must upgrade to or purchase a UCI racing license.
- The exception to needing a license to race would be in the case of events where the race organizer has arranged open insurance from a provider of their choice. This insurance would negate the necessity of having a UCI racing or MCA Provincial license.
- At the time of purchasing a UCI or MCA Provincial license, you must choose the appropriate categories. This is often a source of confusion. If you do not know your category or are new to racing, or just have general questions, please contact the Mountain Bike Director.
- Finding the right category to race will make your race experience much more enjoyable. In Manitoba, age categories for youth meet and overlap with ability categories for adults.
- Please refer to the following link for up-to-date explanation of race categories.
 - <https://mbcycling.ca/membership/categories-upgrades/>
- As the “Elite” field is often small in Manitoba, Elite and Expert categories may be combined at certain events, or in certain series.
- Some events do not use these category selections. Rather, they may allow participants to “choose” the event type they prefer. An example would be a distance based event where a registrant may choose the number of laps they wish to complete.
- Purchase your MCA or UCI license online here: <https://mbcycling.ca/membership/>

5. Youth and Age Categories (for Cup Races and Provincial Championship)

- Youth racers typically race in their age categories. Categories determine the length and difficulty of the course. Youth riders new to racing should all start in their age appropriate category. See the category descriptions for more details. There are male and female categories for each age group.
- Youth categories range from U7 to Youth Sport (U19) with the youngest riders starting as early as age four.
- The focus of youth categories is participation, particularly in U7 and U9. The element of competition naturally becomes stronger in the older age categories.
- Age-based categories are determined by the rider's age as of December 31st. Therefore, if a rider is 12 years old in the summer season but has a birthday in November, that rider would actually be racing in the U15 category, not U13. Please contact the Mountain Bike Director for further clarification.
- Participants under 9 years of age (U7/U9) race on their own course. This course is relatively short and contains minimal technical features.
- Participants under 13 years of age (U11/U13) typically race on a simplified adult course, usually about half the length of the adult course. Ideally, modifications are set in place to eliminate the more difficult features while providing an increased course duration and difficulty level.
- Participants under 15 (U15) choosing to race their age category will race the full adult course during the adult race afternoon block. They may, however, have some technical features removed for safety. This decision will rest with the local Race Organizer and the Chief Commissaire.
- Some U13 and U15 riders of high skill level and experience may be approved to race in the adult race categories. This is particularly relevant to members of the Provincial Cycling Program. Adult Race placement for young riders must be approved by the Provincial Coach, the Mountain Bike Director, and/or the Chief Commissaire. We often see top young racers competing all the way up to Expert!
- If a youth racer desires to change their race category, they should submit a request to the Mountain Bike Director. The Mountain Bike Director, the Provincial Coach (in the case of Provincial Program participants), and the Chief Commissaire will assess the request and make a decision.
- New youth racers MUST start in their age categories as a prerequisite for racing in the adult races as their ability level requires real-world confirmation.
- Youth Sport racers will race one lap of the full adult course. Youth Sport is designed to provide a low pressure and non-competitive introduction to mountain bike racing.

- If you are a youth not riding in the Provincial Program and want to move up or down in a category a request to the Mountain Bike Director and/or the Head Commissaire should be submitted.
- Race day category changes are possible, but not preferable. The Provincial Coach reserves the right to make category adjustments for members of the Provincial Program, but these changes must be passed by the Mountain Bike Director and will be subsequently vetted at upcoming races based on performance.

Youth Race Categories:

- Sport Men & Women (U35 years of age) - youth in this category race with Adults.
- Youth Sport male and female
- U15 male and female
- U13 male and female
- U11 male and female
- U9 male and female
- U7 male and female

6. Adult Race Categories (for Cup Races and Provincial Championship)

- Adults, 18 years of age and older, who have never raced before must start in the Sport category to determine their ability level. Riders under 35 years of age will race Sport Male/Female, and riders over the age of 35 years old will race Master Sport Male/Female.
- If riders are experienced and have raced in the past, but it has been a few years, they are asked to consider choosing to race in the Sport category until their skills and fitness allow them to move to a higher category.
- Returning racers should submit a request for placement to the Mountain Bike Director if they desire to race in a category other than Sport.
- Please note that the XCO mountain bike racing format is NOT a distance format. Although you may desire to “race longer” or do “more laps”, this is not the criteria defining category affinity within XCO racing. XCO is about speed ability, not the ability to ride for long periods of time. Faster lap times equals entry into higher ability categories.
- The Mountain Bike Director keeps a record of Race Placement, Cup Points, Seeding position, Average Lap Times, and Category Moves. As of 2020, this data is used to help place riders into the correct category and further, to be seeded correctly in each start wave.
- Although racers are welcome to request category changes (move-ups/downs), it remains the discretion of the MTB Director to approve the request.
- There is always an area of ability overlap at each edge of each category- but the goal is to stage racers in the BEST race for their ability. This is essential for our race experience, aids in increasing race safety.
- Lap Time Criteria - As of 2020, we recommend that start waves have no more than a 5% overlap in racer average lap times between riders at the back the faster wave and riders at the top of the following wave. Hence, 95% of riders in start wave #1 should be faster than all racers in start wave #2, and so on.
- This system is used as a relative balance to make sensible category allocations for our racer base.
- The goal is to balance the racer’s abilities within each start wave as closely as possible.
- Exceptions to the 5% rule may be granted by the Mountain Bike Director on a case by case basis.
- Seeding within each start wave is to be gender neutral.
- Start Wave, *Seeding and Category deployment is monitored throughout the season and dependent on Lap Time Criteria.
- *Seeding will also be informed by current Cup Points to reward racers for participation and performance.
- We try to ensure that racers are racing at a level where they belong, while given time to develop fitness and bike handling skills.

- In the past, XCO category changes were based on both Lap Time Criteria and Cup Points. Since Cup Points do not necessarily reflect ability (often reflecting attendance or smaller category size), the number of Cup Points will no longer be a criteria for category changes. Rather, the new system is focused on ability distinctions based on average lap times to determine a racer's correct category.

Adult Race Categories

Male

- Sport (Under 35)
- Master Sport (35+)
- Comp
- Expert
- Elite

Female

- Sport (Under 35)
- Master Sport (35+)
- Expert
- Elite

Adult Race Category Descriptions

- Sport - Good fitness and bike handling skills.
- Comp – High levels of fitness and bike handling skills.
- Expert – Very advanced fitness and handling skills, strong cardiovascular endurance.
- Elite - Top level of athletes that compete at a national level. For 2020, Elite riders will be seeded in the “Expert” Category to increase the race depth and allow youth expert riders to compete directly with adult Elites.
- If there are no more than three (3) persons in a given category, that category may be “disabled” until the participant base warrants its reinstatement.

7. Course Length and Duration (Cup Races & Provincial Championship)

- The course loop shall take between 15-25 minutes per lap for an Elite/Expert rider to complete. This allows greater flexibility in adjusting the number of laps needed for each race to adhere to the recommended time limits.
- Typical courses may vary from 4-10 kilometers in length.
- Sport riders could take up to twice the amount of time to complete a lap as an Expert rider, depending on their ability.
- The Chief Commissaire will vette the course prior to the race and make lap frequency decisions for each category with input from the Race Director and the Mountain Bike Director.
- The race may begin with a “start loop” of varying length. Start loops consist of a more wide-open path allowing riders to spread out as they desire after the start of the race and prior to navigating more technical features. Start loops may vary from a few hundred meters to nearly a kilometer. Start loops are only run one instance during any given race.

The following is a list of average race durations that the leader (fastest) in each category can expect. The list shows minimum and maximum race duration. Riders not competitive with the top competitors of their given category may experience race durations closer to or in excess of the maximum optimum completion times for each category.

<i>Youth Category</i>	<i>Minimum</i>	<i>Maximum</i>
Youth Sport	0:20	0:40
Under 15 Male/Female	0:30	0:55
Under 13 Male/Female	0:20	0:45
Under 11 Male/Female	0:15	0:30
Under 9 Male/Female together	0:15	0:30
Under 7 Male/Female together	0:10	0:20

<i>Adult Category</i>	<i>Minimum</i>	<i>Maximum</i>
Expert Men	1:15	1:30
Expert Women	1:00	1:20
Comp Men	1:00	1:20
Comp Women	1:00	1:20
Sport Senior Men	0:50	1:10
Sport Senior Women	0:50	1:10

8. The Provincial Championship Race

The Provincials Mountain Bike Race is an XCO event that determines this year's Provincial Champion. This race follows the same category format as the Cup Races. In the past, age categories have been used for adult races. This resulted in far too many categories. Thus, the Provincials race follows our current Manitoba Cup Race format of age-based race categories for youth and ability based race categories for adults. As is in the Cup series, we have introduced Master Sport Male & Female categories. These new categories are designed to recognize older participants and to feature their involvement in the sport of mountain biking here in Manitoba. The Provincial Championship Race is not prized like a Cup Race. Rather, medals are presented by the Manitoba Cycling Association for podium placings.

9. The Wednesday Night Race Series (WNR) Races

The WNR race series consists of short mid-week cross country races occurring on Wednesday evenings during the mountain bike season (April-September).

WNR races are usually hosted in Birds Hill Provincial Park at the Oak Ridge trailhead unless otherwise noted. Birds Hill Park is a great venue for the series as the MCA applies for permits for the entire series early in the year. The goal of the series is to provide fun and easy-access mountain bike events for all ages. Typically hosted twice a month, WNR races are hosted by alternating clubs and the series as a whole is overseen by the MCA on behalf of the MTB director and/or a WNR race delegated administrator. Participants must have a valid MCA license to race (no day permits). Race Fees are paid in cash only at the race. Race fee is standardized for the series as are the start times for the events. No pre-registration is necessary. Riders must follow basic rules of MTB racing. Typical race length ranges between 20 minutes and one hour. Typically, for both adult and kids events, participants choose a number of laps of the set course rather than racing in an ability category or age category. Beginners will typically choose the one-lap option while more experienced riders, or those who wish to participate in a longer event will choose a greater number of laps.

As race fees are low and are basically set to cover operating costs, we typically do not prize at WNR events. The goal is participation! Candy or similar amenity is available for the kids following their races.

For race hosts, total race setup time is very modest (approximately two hours!) There is a Wednesday night kit including all signage, wavers, registration materials for the officials, as well as a small portable bluetooth PA and microphone for playing music and announcing at the event. As well, all paperwork, medics, fees, permit, and results/officials are taken care of through the MCA so please contact us if you are interested in hosting!

10. For Participants - Race Day Arrival and Registration - What to expect

a. Welcome to Mountain Bike Racing in Manitoba!

- Hopefully you have pre-registered for the race and have a valid MCA license or have purchased a day license. Day-registrations may be available depending on the event.
- When you arrive at the Mountain Bike Race venue, please make sure to park in a designated or obvious parking area and be careful not to obstruct the flow of other cars, cycling paths, and access points.
- Proceed next by foot to the registration area to get signed-in. Make sure to bring your race license with you to sign-in. Here you will get information about the race venue and be notified as to any schedule alterations or other important pieces of information. The race director or designated persons will be on hand to answer any questions you may have.
- Make sure to wear a helmet at all times when riding a bicycle anywhere at the venue.
- Course pre-rides are often scheduled (See the Race Bible) and allow for riders to spend a finite amount of time riding the course to prepare for the race. Please do not ride on the course outside of designated pre-riding times.
- Before your event, place any applicable food/drink or tools in the respective feed and tech zones.
- It is recommended to arrive at the start area approximately 10-15 minutes prior to your race for roll call, race seeding, and final course information. Please listen carefully to the Commissaires (race officials) as they explain important information relevant to the race.
- The schedules for MTB Cup races and Provincials are predictably similar. The schedule for distance-based events and other non-Cup or Provincial races are subject to variability. Please see the Organizer's race bible for event specifics. The race bibles for each event are found on the MCA website. It is every participant's responsibility to familiarize themselves with the event details.
- Cup Races and Provincials races have specific rules for in-race conduct. Please read ahead for specifics. For example, it is not acceptable to accept mechanical assistance from a non-racer anywhere on the course other than in the tech zone. Failure to follow these rules could result in a penalty.
- If you need to abandon the race for any reason, please remove your bike from the course so as to not impede the progress of other racers. Make your way back to the staging area and inform a Commissaire that you have abandoned the race (or have someone pass this information on your behalf).
- Please inform the Commissaire if there have been any issues involving safety, any accidents, incidents involving other riders, or any other items of concern.

- To complete your race, you must have ridden the appropriate number of laps (if Applicable) and you **MUST** cross the finish line!
- Immediately after your race, please clear the finish area. You're done!
- Depending on the event, you can expect the release of results, a podium ceremony, etc. Each race has a different schedule, so please familiarize yourself with the Race Bible and feel free to ask any questions of the Commissaire and Race Director.
- The cycling community is full of fun-loving and like-minded Mountain Bike enthusiasts who would also be happy to help out new participants!
- Welcome to Mountain Bike Racing in Manitoba!

b. Registration Details

- All participants must hold a valid UCI or MCA Provincial race license to register for the event. On-site registration or Day Permits may be available on site, please check the Race Bible well before the event to ascertain these details.
- UCI Licenses, Provincial Licenses may be purchased online at any time.
- All license designations may also be purchased on-site (Cash Only), although The MCA asks participants to purchase licenses in advance if possible. Please allow time for processing.
- Racers purchasing a day license must receive on-site approval from the Mountain Bike Director and/or the Chief Commissaire to race in any ability category above Sport.
- Registration for Cup races & Provincials is typically available online prior to the event. See Race Bible for details, including pre-registration cut-off time.
- Registration typically closes Thursday night at 11:59 PM prior to a weekend race.
- On-site registration May. Expect to pay registration fees with cash if you choose to register the day of the race. Most organizers do not offer Debit or Credit card services on-site- especially as some race venues may be off-line.
- Expect to pay a premium race fee if registering on the day of the race.
- Participants who have not pre-registered online **MUST** complete the appropriate Registration Form and Waiver for each race registered for on-site.
- Defer to the Race Guide or Race Bible for each event for specific information on registration times, etc.
- All participants must show their current MCA license (Provincial/UCI/Day) at sign-in and present it to the Commissaires.
- Due to insurance regulations, participants may be turned away at registration if they do not hold proof of a current license.
- If racers arrive late, there is no guarantee they will be allowed to start. Please be punctual. Permission to race may be granted by the commissaires at their sole discretion, and they may exercise the right to penalize the racer at the start line.

- Remember that helmet use is MANDATORY (this means on your head and fastened). Helmets must be worn at all times while operating a bicycle anywhere at the race venue. This includes trips to vehicles, warmup/cool down activities, and course practice.

**Sample* Race Day Schedule of Events:* (for reference only - See the Race Guide)

- 8:30 - Kids events pre-ride (U7, U9, U11, U13) on Kids Course(s)*
- 10:00 - event #1 (U7 & U9)
- 11:00 - event #2 (U11 & U13)
- 11:45-12:00 - event #1 & #2 Kids Races Podium Ceremony
- 12:00 – 12:45 - Adult course pre-ride
- 12:45 - Staging for Adult Race**
- 13:00 - event #3 (Expert, Comp, Sport, Sport Master, U15, Youth Sport) on Adult Course(s)
- 15:00 - event #3 Food & Beverages, Adult races Podium Ceremony

c. *What will be provided at the race venue?*

- There will be washroom facilities on-site (often out houses).
- There will be a trained medic(s) service on-site
- The registration and information area will be visible upon arrival to the race site.
- Many questions can be answered at registration.
- The Race Director (event specific) and race Commissaires will be present to assist with questions/concerns.
- Cup races and Provincial Championship races, along with most other weekend races, will provide snacks for participants after the race. Food items may be available for purchase by non-participants. See the Race Guide.
- The Wednesday Night Race Series does not offer food items.
- Most races provide podiums and prizes after the race for most categories/distances.

d. *What to bring to your event.*

Mandatory Items:

- Your MCA or UCI race license. (may not be applicable to non-Cup/Provincials races)
*as of 2020, online registration for events may be sufficient evidence of standing, however, it is still recommended to carry physical license or digital photo of your license.

- If you do not have a race license but have purchased a Day Permit, please bring a receipt of your race registration.
- Your Mountain Bike (Must be in good working order and have working front and rear brakes)*
- Your MCA number plate (may not be applicable to non-Cup/Provincials races) – this will be given to you at your first race. (Race plates are available on-site for first-time racers or those that do not currently have a race plate.)
- Your Bicycle Helmet (good condition - undamaged)
- Proper cycling shoes (no sandals or open toed shoes)

*see rules and regulations for bicycle specifications.

Recommended Items:

- Tools, a pump, and spare inner tubes (if you don't have many tools don't hesitate to ask your fellow racer, they're often willing to lend you a hand). With this being said, you cannot borrow or lend tools during the race, as the race is considered a self-supported event.
- Water & nutrition (before race, during, and after the event)
- Clean/dry clothes for after the race
- Bug-spray and sunscreen
- Extra cycling clothes if the weather changes
- A lawn chair is a good idea so you have a place to sit as you wait for your race to start
- A good attitude
- Food & drinks for your friends and family who are there to watch
- Zip Ties (general repairs, adjustments to license plate, etc)
- Eye protection (suggested)
- Bike Gloves

e. Have Questions? Need help? - just ask!

New racers sometimes find the pre-race time a little intimidating with the pre-race nerves. Visit the registration area information station and meet the local Race Director and volunteers! They are happy to help! If you are not sure about something, also feel free to ask fellow racers. Most are very friendly and willing to help. The Race Director, Mountain Bike Director, and the Race Commissaires are friendly and available to answer your questions and help with issues as they arise.

11. Race Operations

a. The Start/Finish/Lap Zones

- The Start/Finish Zone is the location of the race start and finish.
- It is typically clearly marked with banners or feathers.
- Staging will occur behind the Start/Finish line in rows 6-10 riders.
- The Finish line may be at a different physical location than the start line. This will be race-dependent and the Chief Commissaire will explain the details at staging.
- In some events, participants may “lap” through the Start/Finish. In other events, riders may have a “lap” lane where they will come through as they start sequential laps of the course, eventually finishing their event by passing through the Finish Line. This is race-dependent. Please listen carefully to the Chief Commissaire’s instructions. It is a participant’s responsibility to track their completed laps and take the correct lanes.

b. The Feed/Technical Assistance Zone

- The Feed/Technical assistance zone is the area where service items for racers must be placed for them to access during the race. (formerly there were both tech and feed zones)
- Designated persons (racer designated) may help racers in this zone only.
- Assistants for any one participant should be limited to one or two persons to avoid congestion in the Feed/Technical assistance zone
- Racers may have nutritional items, bottles, tools, bicycle service items, etc. for their race.
- These items are available to them as they pass by and enter the Feed/Tech Zone.
- Hand-ups of food or beverage are permitted, so long as they occur within the bounds of the Feed/Tech Zone.
- Mechanical assistance is allowed within the bounds of the Feed/Tech Zone, but not at any other place on the course.
- The only exception is that racers of the same club or team may lend technical assistance to each other at any place on the course.
- Racers may replace parts such as wheels, tires, tubes, chains, etc. in the Tech Zone, but must finish their race on a single bike. A second bike or “pit bike” is not permitted in Mountain Bike racing.
- Riders may carry tools and spare parts provided that these do not involve any danger to the rider himself or the other competitors
- Eyewear may only be changed in the feed/technical assistance zones. An area where glasses may be exchanged may be set up at the end of the zone.

c. Staging, Start Waves, and Seeding

- Staging is the organization of racers into their respective start waves in preparation for the race start. Staging will include, roll call and seeding, information disbursement, safety notifications, and final race-specific instructions delivered by Commissaires or the Race Director.
- Staging time before the event varies, but typically begins in the start area approximately 15 minutes prior to the scheduled race start time. Racers are encouraged to be present near the start area 15-20 minutes prior to race start time.
- Please arrive fully prepared to start the race.
- Confirm that bikes are in good working order and have functional front and rear brakes.
- Confirm that each bicycle has a race plate affixed in the appropriate manner.
- Necessary equipment and supplies should already be placed in the Tech and Feed zones.
- Have your on-bike supplies and bike ready to go- there might not be sufficient time to make last-minute changes.
- Know your category and “start wave”.
- Seeding lists may be offered on-site at registration.
- Respect the Commissaires and listen carefully to their instructions. Each race presents a new set of safety concerns and considerations, and the Commissaires are tasked with making sure all participants are fully informed.

Start Waves (Mass Start group order)

The “Start Wave” refers to each mass start group within race staging. In the past, there were many start waves in XCO mountain bike races in Manitoba. For 2020, the MCA has developed a system of fewer start waves with a standardized layout. The goal is primarily to increase the race experience, to allow more riders of similar ability to compete on-course at the same time gender-neutral. Further, we hope to increase race predictability, safety, and to reduce the time delays between the first and final adult start waves. Reduced staging time is intended to inherently reduce the frequency of racer lapping during the event.

- Start Waves shall be separated by 0.5-3 minutes as determined by the Commissaires.
- At Staging, racers shall proceed into their respective start wave groups and prepare for roll-call & seeding.
- Racers not present for roll-call may forfeit seeding allocation.
- The Chief Commissaire may make any changes to start waves at any time in light of safety concerns.

Start Waves for Adult Course may be as follows: (for Cup Races and Provincial Championship)

Start Wave #1 - Expert/Elite Men

Start Wave #2 - Expert Women, Comp Men

Start Wave #2 - Sport Men, Master Sport Men, Sport Women, Master Sport Women

Start Wave #4 - U15 Men & Women, Youth Sport (U19 - 1-lap)

Seeding (Start line placement within Start Wave)

- Seeding - is pole position priority of racers within each start wave. It is important for the safety of all riders as it allows the race to spread out more evenly with faster racers seeded toward the front.
- For Cup Races and Provincial Championship, seeding is the process of awarding pole positions to racers based on a set of predetermined criteria. As of 2020, seeding will be allocated in a Gender Neutral format. In preparation for the first mountain bike race of the season, the Mountain Bike Director will choose each racer's pole positions based on the previous season using Lap Time Criteria. Considerations will include average lap times and may be informed by Cup Points additionally. As the season develops, the Mountain Bike Director will monitor and track cup points and lap times. Seeding order will be informed by both of these variables in an ongoing fashion.
- For other races, seeding may be predetermined based on other criteria such as registration order. This is up to the Race Organizer
- Some events will offer self-seeding. Riders should place themselves in reasonable positions as objectively as possible.

Seeding for Cup Races and Provincial Championship con't.

- Seeding depth shall include at least 75% of the riders from each category.
- Seeding order has been predetermined and seeding lists are announced during race staging.
- Seeding list may be available at the registration area prior to staging.
- Racers shall assemble into their predetermined start waves where seeding will be announced.
- To ensure seeding position, racers must be present during call-ups. Late participants may be seeded at the back of their respective start wave.
- Although the MCA aims to maintain a standard of predictability from race to race, Commissaires reserve the right to make alterations to the predetermined start waves and seeding as they deem necessary in light of event-specific safety concerns, or other

unforeseen variables. Any changes to the standard format of Start Waves should be discussed with the Mountain Bike Director.

- Racers new to a category or previously unseeded may be seeded at the back of the field, unless the Mountain Bike Director or Commissaires grant them seeding upgrade.

d. The Race Start, Lap, and Finish

The Race Start

- The race begins at the start line with a signal from the Commissaire. Typically a whistle pip is used. The Commissaires will start and synchronize their timers, and will alert the first Race Wave with exact time remaining prior to start. Often this will be a one-minute or thirty-second lead time and is dependent on the Chief Commissaire. The Race starts after the whistle blows.
- Immediately after the first start wave is released, the next wave will roll forward to the start line and prepare for their start. Expect a 1-minute start delay for youth races, a 1-3 minute start delay between waves, but depending on the nature of the course, the Commissaires may choose a different interval of time.
- Every rider is responsible for their own preparation prior to race start.
- Start for each consecutive wave occurs in the same manner. (same time gaps).
- If the race course has a start loop, each race start wave will proceed around said loop once prior to embarking on the first lap.
- The end of the start loop may join the course at a different position than the start/finish area. This is course-dependent.

The Race Lap

- Riders other than Youth Sport will typically pass through the Start/Finish area and head out on another lap(s). There are two lanes in the Start/Finish area.
 - Lap Lane
 - Finish Lane
- As it is the riders' responsibility to remember the number of laps that he/she is required to complete, it is very important for them to take the "lap lane" after every lap except the final lap. After completing the final lap, riders will choose the "Finish Lane" and pass over the finish line to end the race and have their final time recorded by the commissaires.

The Race Finish

- Racers **MUST** cross the finish line to complete the race.
- Racers must complete their scheduled number of laps to be considered finished.
- Failure to finish the race will result in a DNF.
- If a racer accidentally takes the Finish Lane too early or takes the Lap Lane instead of the Finish lane at the end of the race, they must exit the course, go back (on the outside of the tape) and re-enter the course at a deemed safe location and time (i.e. no other riders lapping or finishing), to finish the race.
- Similarly, If a racer accidentally misses the Finish Lane when they are supposed to finish and takes the Lap Lane instead, they cannot go backwards on course and re-enter the Finish Lane. Rather, they must exit the course, go back (on the outside of the tape) and re-enter the course prior to the Start/Finish Lane in order to cross the Finish Line.
- After finishing your race, please move ahead from the Finish Line to allow sufficient room for the following racers to finish safely.

12. Race Rules, Regulations, and Conduct

Racing Rules

These are the general rules for racing in Manitoba. To see the full rules of racing, please visit the UCI (<http://www.uci.ch/>) CCA (<http://www.canadian-cycling.com/>) for full explanations.

a. Preparing for the Race

- Pre-riding may only be done during the designated times for your category.
- Everyone riding on the course during the scheduled pre-ride/training times MUST have a current MCA General Membership or Race Licence). Non-members (unlicensed) are not permitted to operate a bicycle on the course during scheduled event times.
- All racers must wear an approved cycling helmet, with a current best before date.
- Helmets shall be worn at all times by any person operating a bicycle on the course and at all areas of the race venue including parking lots and any connecting paths, etc.
- Participants must present their license at the registration table; technically the license is to remain on your person throughout the race.
- It is a racer's responsibility to know the race course and the number of required laps before the race starts. During the staging process the commissaires will inform the racers of details such as the number of laps per category, as well as any other pertinent information.
- Racers should understand the risks associated with the race course. Pre-lapping the course prior to the event in the available time slots for training is strongly encouraged.
- If an A/B line option is presented, riders should pre-check these features and choose the best option to suit their own riding abilities.
- Should participants not have facility to complete a course pre-check prior to the race, it may be in their best interest to choose the "B" line option as default.

b. Equipment & Attire

- Appropriate race attire is mandatory and includes a shirt, shorts/pants, and fully-enclosed shoes. Sleeveless jerseys are not permitted.

- You may only wear a jersey of a club which you currently belong to. Do not wear a pro team jersey, unless you are a member of the said team.
- All racers must operate a bicycle with both front and rear working brakes.
- All racers must have a license plate affixed in the appropriate manner to their bicycle's handlebar or cables at the front of the bike.
- Race numbers must be legible and not obscured in any way by cables or other appendages.
- Handlebars must have end caps and water bottle holders must be secured in the frame or seat-post.
- Use of Bar-Ends or aero bars during the race is not permitted.
- Ensure that your bike does not have dangerous affixed appendages such as bells, racks, or pegs. The Commissaires may require alterations to a bicycle they consider to be unsafe or may forbid its use altogether.
- Commissaires reserve the right to request removal and/or alteration of any bicycle accessories deemed to present a potential safety hazard.

c. Conduct

- The MCA wishes to promote a positive race environment and to encourage participants and spectators to exhibit good sportsmanship at all times.
- Bike racing should be fun, athletic, and competitive. Racers and spectators must use courtesy and kindness to one another at all times.
- Use courtesy and sportsmanship at all times. Racing is a fun activity and, while competitive, we desire a positive atmosphere that encourages all participants to take part and push themselves and have a good experience. For most, racing is a leisure time activity. Treat it as such.
- The use of profanity or flagrant disrespect directed at another competitor, race worker, or spectator is grounds for disqualification or penalization.
- Racers shall act with caution and respect and be responsible for accidents they may cause.
- Mountain bike racing is not a contact sport although bodies may touch.
- Aggressive physical contact is not allowed and racers face penalties or disqualification for such actions.
- If a rider exits the race course for any reason during the race, he/she must re-enter the course at the exact location of exit.
- Deviation from the course or course-cutting, whether intentional or accidental may be grounds for total disqualification from the race and subsequent podium, prizing, and Cup Points. Riders are responsible to follow the marked course in good faith. Cheating is never cool.

- A racer must act in a sporting manner and allow a faster rider to overtake her/him without obstructing.
- It is the responsibility of an overtaking rider to pass safely.
- No racer is expected to stop their race to allow other racers to pass. However, no rider shall intentionally impede the progress of another.
- A rider should make his/her presence known when overtaking a slower rider (i.e. "On your left. Please!"). Especially in single-track, await return communication from the rider being overtaken that it is safe to pass.
- A competitor on their bike has the right-of-way over one pushing their bike.
- If a rider finds a dismount necessary, they should make sure they do not block the path of racers behind who may still be riding.
- If a rider has to stop for any reason during the race, including to perform repairs to the bicycle or access their nutrition products, they are asked to do so in such a way that does not block riders on course, or create an unsafe situation. Use the side of the course. Find a wider and visible location.
- Lapped racers must yield the track immediately.
- Lapped racers may be asked by the Commissaires to exit the course before completing their next lap. This is a rare situation in our races but the Commissaires reserve this right if they believe there to be a safety concern.
- Racers may only take or accept additional food or drink in the Feed Zone. (See 3.1)
- Racers may only accept mechanical assistance or additional tools in the Tech Zone. (See 3.2)
- Music players and recording devices are not allowed during XCO events.

d. In Case of Emergency or Injury

- If a rider is found injured on course, it is the responsibility of other participants to lend assistance.
- Riders must alert the available course marshalls, medics, etc. of any injury or emergency.
- In the case of a serious injury, participants and spectators should use caution in reporting events to others or on social media, etc. as factual information relating to the accident or incident may not be available. Please respect the privacy of those involved directly.
- As medics or support personnel arrive on the site of an accident, please clear sufficient space to allow them to be as effective as possible in dealing with the situation.

- The Chief Commissaire may decide to abort the in-progress event in the case of serious injury or safety hazard.
- Safety hazards resulting in race postponement or cancellation could include inclement weather, lightning, high winds, excessive precipitation, wildlife intrusion, unstable course conditions.

e. Event & Spectator Rules

- Only registered racers are allowed on the course during the race.
- All spectators must remain on the sides of the course during the race.
- Spectators must not assist or interfere with racers in any way during the race. Unless they are designated to provide assistance in the
- Spectators may not spray water on racers for cooling, even in the feed zone unless given express consent from the Chief Commissaire in instances of extreme heat. This intended goodwill may not be solicited, and can negatively affect the mechanical performance of a bike.
- Littering anywhere on site at the race venue or on the course is not permitted. This includes disposal of nutrition products such as gel packets and wrappers.
- Please remember that the feed and technical zones are NOT intended for spectators.
- Dogs should remain on a leash at ALL TIMES at race events.
- Racers may however designate assistants to help in the feed zone and/or tech zones.
- Assistants are expected to respect other racers and work alongside each other in a harmonious manner. Duties may include mechanical assistance for racers (in tech zone only) and hydration and/or nutrition hand-ups (in feed zone only).

13. Post-Race Information & Procedures (Results, Podium, Prizing, Food)

After the Race

Post-Race Food

- Most weekend events such as Cup Races and Provincial Championship, as well as other main events will serve food for participants. Please see the event Race Guide.
- Available food is determined by the Race Organizer. XCO events require some element of food and beverage to be included in race fees for participants. Typically, there will be some food available to purchase for spectators and non-participants.
- Typically, food is served from the end of the sport races until the completion of the last riders in the expert race.
- Wednesday Night Races to not serve food items.

Posting of Results (on-site)

- For Cup Races and Provincial Championship races, results will be posted by the Commissaires shortly after the completion of the race. (All riders in)
- The Race Director or Chief Commissaire will make an announcement regarding the posting of the results.
- Results will be posted on-site and athletes/coaches will have 15 minutes after posting in which to lodge an appeal. After this time, if there are no further disagreements, the results will become final.
- It is the athlete's responsibility to review the results as soon as they are posted on-site and to immediately inform the Chief Commissaire for MTB events of any discrepancy in regards to results.
- appeals the results become official and the race director is cleared to begin the Podium ceremony.

Podium Ceremony

This is where the top three competitors in each category** will be acknowledged and prized. This is a good time for photos of your happy athletes.

- Typically, the podium ceremony will occur after the completion of each:

1. youth races (U11/U13) - (Cup Races)
 2. adult races (U15/Youth Sport/Sport/Sport Master/Comp/Expert)
- It is encouraged that all racers and spectators stay for the Podium Ceremony if at all possible to honor the day's top performers and to show appreciation for the hard work of those involved in making the event a success.
 - For those racers taking part in the podium ceremony it is suggested that they represent their affiliated club/sponsor (if applicable) by wearing their club/sponsor jersey. This is not mandatory, it is just tradition.

Prizing

- Race organizers will often supply prizes for the top performers in each category. (excluding Children's races - U9 and under)
- Prizes can vary from trophies to cash to bike-related prizes to gift certificates.
- The depth and type of prizing may be dependent on the number of racers in a category and level of category being prized.
- If there are a large number of racers in a category the prizing may go five deep, If there are only a few racers prizing may only go one or two deep.
- In the case of an insufficient number of racers to fill a podium, there may not be prizing awarded.
- Prizing is dependent on and is at the sole discretion of the organizer.
- Equal prizing for men and women will be honored at all races.
- As children pay substantially reduced rates to race, and also to fulfill the MCA's mandate of "participation first over race results", there will be no placement prizing for children's races. Rather, organizers are encouraged to provide candy/snacks/refreshments to all youth participants.
- Youth Prizing general begins in the U11 category.

Posting of Results (Online)

- Results will be posted on the MCA website within 48 hours of the race if at all possible.
- For Cup Races, results shall be posted in both Gender Neutral and Category specific format.
- Any concerns regarding the results may be submitted in writing to the Mountain Bike Director, however, as the results are already "Official", neither the Mountain Bike Director nor the Commissaires are obligated to make changes.

- Appeals submitted past one week (7 days) of the race in question will not be considered. Please check over your results. Note: this leaves only 5 days for appeals after the date of posting.

14. Manitoba Cup Series

a. Cup Points Criteria

- The Manitoba Cup series is a series of 4-5 races in which “cup points” are awarded to all finishers in each category.
- Points are tabulated and result in an overall Manitoba Cup winner in each category.
- Typically, there is a plaque of recognition for Cup Series winners.
- Cup Series Winners will be honored in Fall at the MCA AGM Meeting.
- To receive Cup Points from participation at Cup Races, athletes must be members of the MCA in good standing and must hold a valid MCA or UCI racing licence in order to be eligible for MB Cup points.
- 100 points will be awarded for 1st place, 90 for 2nd place, 80 for 3rd place, and so on.
- After 10th place, points will be awarded as follows: 9 points for 11th place, 8 points for 12th place, 7 points for 13th place, and so on.
- After 20th place, all race finishers and starters will receive a single point recognizing their participation in the event. This includes those who are unable to finish for whatever reason and are thus given a DNF (Did Not Finish).
- Those who register for the race but do NOT start are granted a DNS (Did Not Start) and are not eligible for cup points.
- Racers who finish outside of the top 10 in any category will be awarded a single point as a reward for their participation.
- Single points will also be awarded in the case of a DNF.
- Racers who register but do not start (DNS) will not be awarded a single point.
- The winner in each category is determined by the highest accumulated points in the racers best 4 of 5 race results. If a racer misses a race for whatever reason, they may include that “non-race” as the race to “drop”, meaning that it will not factor into their best 4 races.
- In the case that the the Cup series is only 4 races, the best 3 of 4 race results will be considered in the same fashion as above.
- In the case that the Cup series is only 3 races, all 3 race results will be considered, and there will be no “drop” race.
- A racer must start at least 3 races to be eligible for the overall cup points title.
- BONUS POINTS: If a racer attends all available Cup races, 50 bonus points will be awarded at the end of the season. So, that racer will get their 4 of 5 best results, PLUS 50 bonus points if they start all available races.
- Commissaire and Organizer bonus: Racers who commissaire at or function as primary organizer of a cup race resulting in a “non-race” at that event will be entitled to receive their “average” points from other cup races within that season in place of that missed

race. So, if a racer does 3 other cup races, averaging 65 points per race, that racer, when acting as a Commissaire, will receive an additional 65 points. This bonus is limited to 1 race per season. Valid for primary organizing persons (Race Director) and Commissaires only.

- Tie-Breaker: If two or more athletes receive the same time for a particular race the athletes will share the points allocated to that shared position. If two or more athletes receive the same amount of total points as calculated at the end of the season the athletes' times in the same races they competed in will be used to determine a final score for each athlete.
- Category Moveup: For racers who move up a category during the season, all Cup points earned in a lower category during the season are carried forward and are worth 70% in the next higher category.

b. Category Advancement Criteria

The Adult category system - Lap Time Criteria

- Is monitored by using Lap Time Criteria.
- We try to ensure that racers are racing at a level where they belong, while given time to develop fitness and bike handling skills. The Lap Time Criteria has been developed to ensure that racers are racing in their respective ability levels.
- The Lap Time Criteria follows this framework:
 - Racers are relatively and reasonably divided into categories based on their average lap times.
 - Based on each racer's previous season performance, an ability scale is populated based on average lap times throughout the season described as a percentage of the field.
 - This is not a perfect science but the goal is to balance the number of rider participants between the three start waves.
 - There should, however, be less than 5% overlap in average lap times between categories.
 - Ideally, there should not be greater than a two minute variance in lap times within each category.
 - It is understood, however, that the top of expert and the bottom of the sport categories may see riders above and below this lap time variance.
- Category advancement must be approved by the Mountain Bike Director and/or Head Commissaire.

- Accumulation of cup points is not the basis move-ups, rather it is average lap times that are taken into account in making the decision whether racers will be competitive in the next higher category. This is the Lap Time Criteria.
- Again, XCO is an ability-based format and thus average lap times are used to determine category placement.
- Reasonable move ups and move downs will be recommended and enforced to help balance the categories.
- If a category change is deemed necessary, racers will be contacted by the Mountain Bike Director and asked to change categories.
- In the case of young riders part of the Provincial Program, the Provincial Coach will be responsible for recommending a category change and will consult with the Mountain Bike Director to confirm the move.
- We understand that racers may have hesitations about moving categories. They may also have further information pertinent to the situation of a category move-up/down. We desire this process to be a dialogue involving respect and open discussion prior to a decision being made.
- Riders who have been asked to move up, but desire not to comply can contact the Mountain Bike Director and request they stay in their current ability category. However, as XCO Mountain Bike Racing is an ability-based format, it is essential to manage each participant's ability placement in fairness to other competitors.

c. Request a Category Change

- **How to Request a Change in Categories**

The intention of the category system is to create better competition for ALL racers. Racers who feel they can no longer compete at their current level are encouraged to make a formal written request to move up or down a category. To request a change to your category (either to move up or to move down), please email your request to the current Mountain Bike Director. Please include a brief explanation of why you wish to change categories. Your request will be reviewed and if approved, the MCA office will issue you a new MCA licence. Mountain Bike Director and Chief Commissaire reserve the right to make these changes based on the category advancement criteria.
- **Race-Day Requests**

If a racer wishes to change the ability category on race-day before a race, the Mountain Bike Director and Chief or Head Commissaire must BOTH be present and can therefore make a decision on the spot, but this is not a preferable situation. It will not always be the case that both are in attendance. Please do your best to apply in writing and submit prior to the scheduled event. Please

contact the Mountain Bike Director and/or the Chief Commissaire with as much lead time as possible so proper preparations can be made including preparation of new race plates specific to the new category, additions to seeding lists, transfer of cup points, etc.

15. Race Organizer Section

Organizer Manual and Technical Documents

- Please refer to the MCA website for the most up-to-date details and specifications, as well as for templates, checklists, Emergency Preparedness Plans, etc.
- Comprehensive documents for Organizers found on the MCA website here:
<https://mbcycling.ca/organize-an-event/>

Organizer Qualifications and Event proposal submissions

- An organizer must be a licensed member of an MCA.
- An organizer must be a member of a MCA affiliated club and be in good standing.
- The individual and/or the Club must display a proven ability to conduct a race to the requirements of the Manitoba Cup Series as defined in this document.
- They also must have a valid General membership or race license, in addition to a Technical license indicating that they are an organizer on their MCA license.
- All licenses and club affiliations are valid for one calendar year (Jan 01 to Dec 31).
- Cup Races and the Provincial Championship race are designated by the MCA Mountain Bike Director with input from the Mountain Bike Committee.
- The event calendar, including Cup Series events, is confirmed by January 31st each year.
- An organizer wishing to submit a bid to host a MB Cup event must inform the MCA Mountain Bike Director of their intention no later than January 1st. The Mountain Bike Committee will meet and confirm the viability and designation of the event.
- If an organizer is interested in hosting their race as the “Provincials” race, they must also inform the MCA Mountain Bike Director of this intention no later than January 1st. The Mountain Bike Committee will meet and confirm the viability and designation of the event.
- Please refer to the MTB Organizer Checklist found here:
<https://mbcycling.ca/organize-an-event/>
- Non-Cup mountain bike races & events are also designated by the MCA Mountain Bike Committee.
- The MCA can sanction a variety of different types of events, but there are often a number of variables that need to be addressed so we can meet the specific insurance requirements for the specific race in question.
- Cup races are not to be scheduled on long weekends if possible.
- Alternate race dates (2) will be available for any unforeseen circumstances that may postpone a race and will be approved by the MCA Mountain Bike Director.

Race Course Requirements (Cup Race & Provincials) - overview

- A Manitoba Cup course must be at a venue that provides sufficient challenge to ALL categories of racers, with all sections of the course being rideable in all weather conditions by top riders.
- A Manitoba MTB Cup Race must include races for U7 – Expert riders.
- Please keep in mind that the race course must meet the technical and proper distance/time requirements appropriate for all ages. (See 7. Course Length and duration)
- Utilization of a 1-3 minute start loop (200m-1km in length) is recommended if at all possible to help accommodate larger start waves, allowing racers to further self-seed prior to technical features. This is not mandatory, but encouraged.
- The course must be marked and available for pre-riding by 3:00 PM on the day before race day.

Race Course Requirements (General)

- Please Refer to the UCI technical Document for full details: For certain technical features, it may be appropriate to introduce an A/B line option at those locations.
- The course must pass the Commissaire's inspection.
- The Start/Finish Zone is the location of the race start and finish.
- The Start and Finish lane (if the same) must be adequately wide (6-8m) ideally to accommodate mass starts and safe high-speed finishes. They should ideally maintain this width as long as possible before and after the start line.
- Staging will occur behind the Start/Finish line in rows 6-8 riders per row.
- The Finish lane must be distinctly separate from the Lap lane if applicable. Please refer to the CCA Rulebook or contact a MCA Commissaire for clarification.
- The Feed/Technical assistance zone must be located on flat or uphill sections which are slow and wide enough for the purpose.
- The feed/technical assistance zones must be wide and long enough to allow the passing of riders not stopping in the zone.
- The Feed/Technical assistance Zones are to be clearly identified.
- Course Marshals shall be posted periodically at strategic points to record race events, lap count, and provide communication to medical personnel if and when necessary.
- Courses should be reasonably prepared including removal or marking of overhead branches, mowing grass & weeds, marking sharp rocks, etc.
- Dangerous course features should be marked with signage in advance if possible, alerting riders

- Failure of the organizer to provide adequate marshaling of the course, effective communication devices and an emergency preparedness plan may result in the cancellation of the event at the Commissaire's discretion.
- If possible a GPS map should be made available and be included in the Race Notice that will be posted on the MCA website for the purpose of advertising the event and informing the general membership.
- The organizer is responsible for ensuring the results are sent to the MTB director for posting on the MCA website within 48 hours of the event. Please contact the MTB director for specifics on data entry, format, etc.
- Course Equipment is available free of charge to Organizers of MCA sanctioned events.

Note: Organizers should refer to the UCI Rulebook and Cycling Canada Companion Guide for guidance and clarification on standards and procedures governing Mountain Bike events, particularly the sections on course layout, course marking, marshaling, communications and medical personnel. The Organizer and the assigned Commissaires should be in contact with each other well in advance of the event to confirm event logistics.

See the following links:

<https://www.uci.org/regulations/3MyLDDrwJCJJ0BGGOFzOat#part-iv-mountain-bike>
http://cyclingcanada.ca/wp-content/uploads/2021/04/Companion-Guide-2021_ENG-04.21.21.pdf

Organizer Responsibilities (overview) - See Organizer Section on MCA website.

- secure venue for the event
- decide on race type and format
- conduct an event assessment and develop a risk mitigation strategy.
- develop and complete an Emergency Preparedness Plan (EPP)
- make all arrangements for the use of the venue in question including applying for necessary permits for the venue's usage, renting facilities, renting auxiliary toilet facilities if necessary.
- complete a Race Bible or technical guide for the event containing all relevant event information.
- secure appropriate number of Commissaires for the event (via Chief Commissaire)
- secure medics for the event
- secure timing system (If required) - (Commissaires provide finish times and placements)
- secure volunteers (course marshals, registration helpers, course workers, cleanup, etc.)

- advertise the event. - The MCA will help as much as possible, but additional advertising makes a huge difference in turnout!
- purchase and prepare food for racers after the race (if/as required)
- Setup Online registration for the event (CCN or BikeReg as examples)
- prepare prizeing for relevant categories (as needed/required)
- providing appropriate signage and course marking for the Start/Finish area including staging areas for multiple race starts and a well-marked finish line area.
- prepare the course including appropriate course marking, course maintenance, start finish areas, etc.
- GPS map the course (if possible and share with Mountain Bike Director (Can be part of the technical guide), Commissaires, Medics, participants (if desired), etc.
- ensure that the course is safe and clearly marked.
- have a clearly marked registration and information area. This is often a tent, a canopy, an existing building, or a set of tables.
- Make sure that all participants have the appropriate amount of time to complete their respective event.
- Make sure that the course is not disassembled or altered before active racers have completed the course.
- Pay Commissaires their required fees.
- Pay Medics their required fees.
- As of 2019, Posted Race Results (Online) are the responsibility of the Mountain Bike Director and the Chief Commissaire. For data entry and standardization purposes, Cup race results shall be entered and archived in a master document which also calculates relevant information such as cup points and average lap times. Race Organizers are free to post results to their own or third party sites as they see fit.

Risk Mitigation Strategy

- Risk Mitigation Strategy is a term to describe different ways of dealing with risks. These strategies include risk avoidance, transfer, elimination, sharing and reducing to an acceptable level. Risk mitigation strategies is a term to describe different ways of dealing with risks.
- Race Organizers are responsible for analyzing the potential risks involved in their event. Some basic risks at a Mountain Bike race and venue could include: vehicle crossing points, dangerous course features, overhanging branches, inclement weather, wildlife, ease of access, parking concerns, lack of visibility on course, distance to local hospital, lack of cellular service & internet.
- Detailing a risk mitigation strategy in advance can lead to a much safer event on every front.

Emergency Preparedness Plan (EPP)

- The organizer is responsible for providing medical personnel to provide medical aid as required.
- The organizer must also provide a mode of transport for removing an injured rider from the race course and emergency medical transport from the site to the nearest medical facility.
- Remuneration for the medical staff is agreed upon by the organizer and the medical personnel.
- A first aid kit can be obtained from the MCA office and the organizer will be responsible for restocking it. Please contact your current Mountain Bike Director for medical service contacts.
- Each Race organizer is responsible for having a written Emergency Preparedness Plan (EPP) in place for their race. Sample templates can be found on the organizer tab of the MCA website.
- The EPP plan must be submitted to the Mountain Bike Director before the event as per Sanctioning requirements.
- Plans should be shared with volunteers (marshalls, medic etc) to ensure everyone understands the course of action should an emergency occur.
- In case of an accident, the race organizer and their Medic/First Aid personnel must ensure an incident report is completed and forwarded to the MCA immediately following the race.

Podium and Prizing and food - See #12 above for specifics.

- See #12 above.

16. Glossary of terms

This is not a comprehensive list of all terms used in this manual.

- A/B Line - usually occurs at a specific technical feature where there is an optional route to avoid that feature. Commissaires may instruct the Race Director or Course Designer to install an A/B line at an area of concern if not previously existing. There will be appropriate signage at these features and typically will see the presence of a Course Marshall. Typically, there will be a slight time penalty for those opting to take the less-technical “B” line. (course may be longer). This awards racers for their riding skills.
- Commissaire - race official at a sporting event. Mountain Bike commissaires are UCI trained and recognized mountain bike race officials.
- Course Marshall - persons designated to observe specific places on the race course that may present safety risk or other challenges such as areas of distance from the race start, blind corners, vehicle intersections, course crossings, technical features, A&B line locations, etc.
- DNF - is awarded to a participant who starts but is unable to finish their race for any reason. Racers who receive a DNF are still eligible for a single Cup Point in the Cup Series.
- DNS - is awarded to a participant who fails to start their race for any reason. Racers who receive a DNS are not eligible for cup points and have not technically participated in the race.
- DSQ or (DQ) - participant is disqualified from an event and any resulting result/prizing/cup points. Disqualification may occur due to but not limited to the following: deviation from the marked course, unapproved course alterations, unsportsmanlike conduct, harmful language, physical contact, training on course outside allotted training times, disregard for the race rules, failure to wear a helmet, etc.
- EPP - Emergency Preparedness Plan - For race organizers
- Gender Neutral - as relating to race seeding and results posting, is the removal of gender distinction of participants in order to facilitate lap-time seeding and lap-time based start waves instead of typical gender-defined categories. For results posting, participants can observe their overall position or results irrespective of gender. Podiums and prizing are gender separated.
- Lapping - occurs when racers from an earlier (and faster) race start manage to complete an extra lap in addition to what has been completed by a “lapped” rider. Typically, with a 12+ minute race staging in a multi-gender & multiformat mountain bike race, we have seen lapped riders in the first or second lap of the race.

- Manitoba Cycling Association (MCA) is the not for profit, volunteer based Provincial Sports Organization responsible for the promotion and development of cycling in Manitoba since 1980.
- Mountain Biking - is the sport of riding bicycles off-road, often over rough terrain, typically specially designed mountain bikes. Also known as “MTB”.
- Mountain Bike Committee - focus group consisting of representatives of MCA recognized clubs. The Mountain Bike Committee meets several times annually to discuss the sport of Mountain Biking in Manitoba. The Committee provides guidance for the Mountain Bike Director and works as a unit to further the sport of Mountain Bike.
- Mountain Bike Course - also known as a circuit, track or loop. A mountain bike course is a defined portion of trail or network of trails/roads/paths that are approved for the sport of mountain biking by the race official or commissaire.
- Mountain Bike Director - A member of the MCA board, MTB director is the overseer of MCA sanctioned Mountain Bike races and events in the Province of Manitoba. He/She is the representative and liaison of the Mountain Bike Committee to the Board. Responsible for the day-to-day operations within the umbrella of Mountain Bike. Other naming conventions could include Mountain Bike Co-ordinator or Mountain Bike Chair.
- Mountain Bikes share similarities with other bicycles, but incorporate features designed to enhance durability and performance in rough terrain.
- Mountain Bike Racing was recognized by the UCI in the early 1990’s as the competitive cycle sport discipline of mountain biking held on off-road terrain.
- MTB Cup Race Series - series of 4-5 XCO style race events. Typically held at different venues, the Cup series awards Cup Points for placement and participation. Points from these races accumulate toward an overall series winner.
- MTB Provincials Race - is a single XCO style mountain bike race held to award the title of Provincial Champion. This race is sometimes run as part of the MTB Cup series.
- Participant - anyone participating in a race. Also called racers, riders, competitors, athletes, cyclists, etc.
- Participant Naming Conventions - Persons participating in a mountain bike race or event as a competitor may be named by a variety of conventions in this manual. These could include but are not limited to: racers, riders, participants, and competitors.
- Podium - is the name given to the rostrum on which prizes are awarded to the top racers in each category. Typically First, Second, and Third place.
- Race Organizer is the person in charge of a specific event, its operation, and fulfillment. The Race Director is typically the representative of the hosting Mountain Bike Club. The race director shall be available on race-day to oversee the operation of the event.
- Race Guide - or “Race Bible” - Event-specific document designed to host all relevant event information.

- Sanctioned Race - an event run under a set of rules & regulations governed by an association.
- UCI - The Union Cycliste Internationale is the world governing body for sports cycling and oversees international competitive cycling events. The UCI is based in Aigle, Switzerland. The UCI issues racing licenses to riders and enforces disciplinary rules, such as in matters of doping.