



**MANITOBA  
CYCLING  
ASSOCIATION**

## **RACE CALENDAR SETTING PROCEDURES**

### **PURPOSE:**

To collaboratively establish the annual race event calendar.

The Annual Race Calendar meeting will be chaired and coordinated by the Director of Competitions with support from the Race Discipline Directors and key stakeholders listed below.

In the absence of a Director of Competitions the board will appoint a leader to coordinate the race calendar meeting.

In the absence of one of the race director positions, the board will appoint a temporary director until the nominations committee secures a director for the position.

The calendar incorporates all disciplines including road, criterium, ITT, gravel, mountain Bike (including Kids of Mud races), fat bike, and cyclocross.

Any events that are identified as Games selection races by the head coach or lead coordinator will also be highlighted on the MCA event Calendar.

Youth trailblazer race series/events established by MCA affiliated Kids of Mud youth clubs will also be added to the calendar.

Cup Races will be identified, and levies will be determined by each Race Director and committee.

All events are “sanctioned” (approved/endorsed) by the board of Directors, and therefore under MCA’s insurance banner. Only sanctioned events are posted to the MCA Event’s calendar for insurance reasons.

Please refer to MCA’s “*Race/Event Sanctioning policy*” for event details and requirements.

## DESCRIPTION OF KEY STAKEHOLDERS

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

- MCA Director of Competitions – Race Calendar meeting chair
- MCA Road Race Director
- MCA Mountain Bike Director
- MCA Cyclocross Director
- MCA Provincial Cycling Coach
- MCA Director of High Performance
- MCA Youth Development Coordinator
- MCA Director of Youth Development
- Chief Road, Cyclocross, and Mountain Bike Commissaries
- Active commissaries
- Affiliated Club organizers responsible for individual events.
- MCA Executive Director
- MCA Office Administrator

## 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	WHO LEADS
#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 did not 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>JUN</b> MTB/ROAD: <b>SEP</b> Provincial Program: <b>Oct</b> CX: <b>NOV</b> Fat bike: <b>MAR</b>	All Race/ Program Committees	MCA Race and Program Directors:  MTB Road Cyclocross Prov Program Kids of Mud
#2	The committee review is distributed to the board by the Race/Program Directors.	Monthly Board Meeting ( <b>Oct</b> )	Race/Program Directors	MCA Race/ Program Directors
#3	An annual report is presented to members at Annual the AGM.	<b>November</b>	Race/Program Directors + Director of Competitions	Race + Program Directors
#4	Next Race Calendar Meeting is set & posted to website	<b>November</b>	Director of Competition	Office Admin

#5	The Board of Directors identifies general priorities for the upcoming race season. Budgets are approved in December for the next fiscal year starting April 01.	<b>November/December</b>	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.	<b>December</b>	Provincial Program coach + 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.	<b>November/December</b>	Race Directors	Race Directors
#8	The Race Directors and Provincial coach establish a “draft” of events and dates and forward to the Director of Competitions to consolidate.	<b>December</b>	Race Directors, Provincial Coach	Director of Competitions
#9	If race dates overlap with other events, the Race directors will work together to shift dates with Event organizers to ensure all events are fully supported participation is not impacted.	<b>December/January</b>	Director of Competitions + Race Directors	Director of Competitions
#10	Race calendar meeting will include all key stakeholders and will establish and finalize:  Dates and organizing club or individual for all events.  Event Series (i.e.: Cup series or other).  Provincial Championships  Location of Event  During this meeting, a Zoom Conference can be arranged to ensure participation of stakeholders from across the province.	<b>Mid-January</b>	All Stakeholders identified above	Director of Competitions will chair the meeting
#11	Event dates are finalized with organizers by the Race Directors	<b>Before January boardmeeting</b>	Race Directors	Director of Competitions
#12	The MCA Board of Directors /sanction the Race calendar	<b>January Board Meeting</b>	Race Directors	Director of Competitions

#13	A draft list of events will be posted to the MCA website (excel format).	<b>February 01</b>	Director of Competitions	Office Admin
#14	The Special Events Permit for Birds Hill Park will be secured for MTB/Road events + KOM rides	<b>By February 15</b>	Director of Competitions, Youth Development Coordinator	Office Admin
#13	Final sanctioned events will be posted to the Event calendar on the MCA website.	<b>March 01</b>	Director of Competitions	Office Admin
#14	The Director of Competitions will inform final line-up of events with Chief Commissaires. Chief Commissaires will secure commissaires for each event and report back to Director of Competitions. Assigned commissaires will be updated Race to event post.	<b>March 01</b>	Director of Competitions + Chief Commissaires	Director of Competition  Office Admin
#14	Race organizers will contact assigned commissaires to discuss event format.	<b>Ongoing Starting in March</b>	Director of Competitions + Chief Commissaires + Race Directors	Director of Competitions
#14	If Budgeted/approved by the board, race pamphlets to help promote sanctioned events will be printed. and distributed to shops and other organizations identified (if board confirms this as strategy)	<b>Mid-March</b>	Race Directors	Office Admin
#15	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.	<b>Ongoing</b>	Director of Competitions	Director of Competitions + Office Admin

Road, Cyclocross, Mountain Bike and KOM committee directors are responsible to ensure:

1. 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 or Cyclocross handbook). All handbooks are updated by the Director of Competition with the race director and published to the MCA website under each discipline.
2. Race organizers forward a link to MCA with their race information (race date, time, venue, cost, and registration information). Events details should be posted a minimum of 1 month before the event. Failure to do this could result in the race being removed from the calendar.
3. Non-cup events will not conflict with dates identified for Provincial Championships or Cup races for any discipline.

## **SANCTIONING REQUIREMENTS:**

Races are sanctioned by the MCA when all the following criteria are met:

- 1) *Abide by the UCI/CCA/MCA Rules and Regulations governing the specific activity.*
- 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.*
- 3) *Abide by the criteria established in the Race Organizer's Manual and Technical Document and the Road Organizer Responsibilities*
- 4) *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 and CCA Nationals are to be posted on the Race Calendar.

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

If any of these criteria are not met, the activity will not be sanctioned or posted to the Race calendar.

***Refer to the MCA Sanctioning policy for details on event requirements.***

Last Board Review: June 01, 2021  
Revisions Approved: December 04, 2023  
Next Board Review: November 2024



