

Emergency Response Plan (ERP)

Purpose of an Emergency Response Plan:

An Emergency Response Plan (ERP) ensures cycling events are prepared to respond quickly and effectively to serious incidents. It supports an organizer's duty to manage risk, helps protect participants and volunteers, and is an important requirement for meeting insurance and sanctioning obligations.

The goal is to **protect the safety of participants, volunteers, officials, and spectators** while minimizing the impact of an emergency.

Medic vs. Organizer Responsibilities Summary

This outlines the division of responsibilities between the hired medic and the event organizer during cycling events.

Area	Medic	Organizer
Provide medical care	✓	
Decide if EMS is required	✓	
Stabilize and treat riders	✓	
Bring medical equipment	✓	
Course safety planning		✓
Volunteer/marshal training		✓
Event cancellation decisions		✓
Radio/communication setup		✓
Incident documentation	✓ (treatment notes)	✓ (official event report)
File post-incident reports		✓
Ensure medic is certified & insured		✓

Race Organizer

Course Safety:

The race organizer conducts a risk assessment before and during the event.

1. **Prior to Event:** 2-4 weeks out, Race Organizer and Lead Commissaire review course lay-out, Start/Finish, Category start times, and General race flow.
2. **On Race Day:** The Lead Commissaire (or designate) rides/inspects the racecourse prior to the event start to ensure Rider Safety. If course adjustments are required, they will be reported by the Commissaire for the Organizer. Appointed volunteers will need to make action changes before the race starts.

Course Safety Reminders:

Clear marking: Ensure the race route is clearly marked and easy to follow. If there are multiple race routes mark with signage (example: Kids route, U13 route, U15 route etc.) and have marshals in place for additional support.

Directional Arrows: refer to the UCI race manual on where and how directional arrows are to be placed. If additional guidance is needed, please contact the assigned commissaire or Manitoba Cycling.

Alternative Routes: Have alternative routes planned in case of roadblocks, trail issues, or emergencies.

Access Points: Identify and communicate access points for emergency vehicles.

Race Marshalls:

Marshall Placement:

Consider the significant areas of a racecourse that should have a marshal. The marshal is in place to warn traffic of the event in progress and ensure traffic knows how and when to proceed. The marshal also warns a participant of a hazard or directional change. The marshal communicates back to the 'race hub' any crashes or concerns.

DO NOT, put a volunteer in a risky situation. If there is a potential hazard where the marshal is stationed, re-consider where the route, trail, traffic flow needs to change vs the volunteer making a wrong call that could put riders or themselves at risk.

- Marshalls must be well-identified: safety vest, flag or stop sign.
- Marshalls have a charged cell phone or radio they have received instruction on how to operate and carry a flag or stop sign.

- The Race organizer is responsible for gathering the marshals prior to the start of the race to review the emergency response plan, where they will be stationed and for how long.
- Always check radios with Marshalls before they are sent to position on racecourse.

The Race Organizer (or volunteer designate) are responsible to ensure Marshalls have the confidence, training, and experience to fulfill their roles.

Cycling Marshall Checklist:

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:b7ef1027-5e29-4113-ac73-9625dc1f5a83>

Event Cancellation:

The Event organizer has the primary responsibility and authority to assess risk and cancel, postpone, neutralize, shorten, or modify the event when participant safety cannot be reasonably ensured. This may be done in consultation with:

- Lead or Chief Commissaire
- Medical Lead
- Local Authorities
- Venue owner/municipality
- Provincial Sport Organization

The final operational decision usually rests with the organizer in collaboration with the chief official.

Common Risks:

- Severe weather (lightening, air quality, extreme heat/cold, heavy rain)
- Unsafe road or trail conditions
- Emergency service availability
- Traffic control failures
- Course hazards (fallen trees, flooding, washouts)
- Medical coverage gaps

The Organizer should:

- Monitor weather and environmental alerts.
- Maintain communication with officials and marshals.

A common best practice is to establish “**go/no-go thresholds**,” such as air quality level. Refer to MCA policies for guidance.

Air Quality Guideline: <https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:da7fd00d-534d-42d2-a55d-cb802772737a>

Extreme Heat: <https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:75d89586-8559-4052-b19c-f2c76722a767>

Lightening: <https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:ceef20d6-ea2e-4cbe-bd6b-d7c79f88a722>

Radio Communication:

Radios are available on loan from MCA for approved/sanctioned events. Contact the office to arrange pick-up:

204-925-5686 or cycling@sportmanitoba.ca

Reliable communication is essential to ensure incidents, hazards or course issues can be reported and addressed quickly during an event.

Race Organizers' Considerations:

Ensure communication works across the entire course, including remote or wooded areas where cell service may be limited.

Establish who is responsible for communication and decision-making, typically including:

- Race Organizer
- Chief Commissaire
- Medical Lead
- Course Marshals (Key course positions)
- Lead Vehicles

Ensure radio channels are communicated.

Establish how emergencies are reported and escalated, including:

- How to report a crash or hazard
- Who contacts medical services?
- Who has the authority to neutralize or stop the race?

Have Back-up communication methods:

- Cell phone
- Designated checkpoints
- Vehicle relays

Incident Documentation/Post-event reporting:

Proper documentation and reporting help ensure participant safety, supports insurance requirements, and allow the MCA to monitor and manage risk across events.

Document as soon as possible:

- Injuries require medical attention.
- Collisions involving participants, vehicles, or spectators.
- Course hazards that caused incident
- Situations where emergency services were called.

Alert the Manitoba Cycling office by phone and email: [204-925-5686](tel:204-925-5686) / cycling.ed@sportmanitoba.ca

Incident reporting is not only administrative – it helps improve safety by allowing organizers and MCA to:

- Identify reoccurring risks.
- Improve course design and procedures.
- Strengthening future risk management planning

Insurance Claim:

If the incident could result in an insurance claim, documentation may be required by insurers connected to sanctioned events.

- BFF Insurance., must receive notification of your accident **within 30 days** of it occurring and receive your claim form **within 90 days** of the accident.
- Complete attached Sport Accident Claim Form and Physician Statement. If your claim is for dental injury have your dentist complete and submit a Predetermination Form.

Sport Accident Claim Instructions: https://mbcycling.ca/wp-content/uploads/2025/12/BFL_2025-Athletic-Accident-Claim-Form-english.pdf