

CTT LONDON NORTH DISTRICT COUNCIL

FOR THE ATTENTION of ALL EVENT ORGANISERS

You **MUST** be aware of, and follow, all the Regulations in the current CTT Handbook directly relating to event organisation.

In addition, use the following information and aids:

GUIDANCE NOTES (list of available pamphlets on different topics)
The District Asst. Sec.(Open Events) holds stocks of those Notes

DUTIES OF PROMOTING SECRETARIES GENERAL GUIDE

CHECK LIST

NATIONAL COMPETITIONS & CHAMPIONSHIPS

Be aware of and comply with **LOCAL REGULATIONS** listed in this LNDC Handbook where relevant to your event(s).

1. YOUR EVENT(S) IN THE HANDBOOK

As soon as possible check that all details of your event(s) are correct in the CTT Handbook. Contact the District Asst. Sec. (Open Events) **IMMEDIATELY** if there are any errors.

2. POLICE NOTIFICATION

It is the Law of the Land that you must inform the Chief Constable of each county through which your event passes. The appropriate form **MUST be sent by Recorded Delivery** to the relevant Police Force(s) to arrive not later than six weeks prior to the date of your event. One copy of the form must also be sent to the District Asst. Sec. (Open Events), but this can be by ordinary second class post. Police addresses are listed on the back cover of this Handbook.

On the envelope you use to enclose the Police Notification Form(s) to the police you should write "Cycle Time Trial" in the top left hand corner.

Both the Cambridgeshire and the Thames Valley forces do not acknowledge receipt of Police Notification Forms if they see no problems. If you do not get a response from them within a fortnight of despatch you may assume that everything is in order.

The Bedfordshire, Metropolitan and Hertfordshire Police Forces do acknowledge receipt of Police Notification Forms.

If the police respond by requiring changes to the notified event(s) then contact the District Asst. Sec. (Open Events).

3. AWARD VALUES

Once the awards for your event are publicised you must not reduce the value of any prize offered although you may increase it, for example, if you receive a better entry than expected.

4. START SHEET & RESULT SHEET

One copy of your Start Sheet and Result Sheet should be sent to the District Asst. Sec. (Open Events) as soon as printed by first class post. The Start Sheet allows any rider not eligible to ride to be identified. It is also required for a return which has to be made to CTT HQ.

5. THE LEVY

A copy of the Start Sheet must be sent to the District Treasurer within seven days of the completion of your event together with a cheque for the total amount of levy payable.

Please endorse the Start Sheet with your signature as organiser.
For 2010 the levy per rider is £2.00p. Address your envelope to the District Treasurer.
Make no reference to the "Treasurer" on the envelope as this is a security risk. The cheque must be payable to the CTT and it is good practice to post the levies off at the same time as you despatch the Start Sheets to the riders.

6. START TIMES

* CHECK YOUR EVENT START TIME IN THE CTT HANDBOOK.

* This MUST be adhered to except that, where less than a full entry is received, you may delay the start of the first rider so long as the last rider does not start later than would have been the case with a full field. For example, with an allowed maximum of 120 and an 8am time of start yet only 90 entries received, the first rider can start at 08.31.

* However, all events on the A1 and A10 trunk roads (F1 and F20 courses) must start at the time stated in the CTT Handbook, but a later start time can be requested from the District Asst. Sec. (Open Events).

* For the A1 see pages 287-289 in the CTT Handbook.

*** If any Police Force approaches you with a request to alter an event start time or course, it is vitally important that you contact the District Chairman or Asst. Sec. (Open Events) before any change is agreed.**

* Last riders **OFF TIME** in events using the F1 Course starting on the A421 near the Black Cat RAB are:

10 miles ----- 9.00am 25 miles ----- 8.50am 30 miles ----- 8.50am
50 miles ----- 7.45am 100 miles ----- 7.40am

7. FIELD PLACEMENT (All F1 and F1B courses)

The District Committee request that all Event Organisers in placing their field layout put the slowest riders in the first half of the field. In particular, no rider who is 10 minutes or more slower than the fastest rider should be in the last 30 riders in the field placement; this is paramount in events up to and including 50 miles.

8. MARSHALS

* It is essential that all marshals are instructed that their sole function is to direct competitors on the correct route; they must not halt or give signals to other road users (except in an emergency) or to stand in the roadway. These are Police requirements. The District receives more complaints from the Police about errant marshals than they do about riders.

* All marshals and starting stewards MUST be provided with fluorescent, day-glo or reflective jackets.

9. OBSERVERS

* You should consider appointing Observers (preferably in pairs) to oversee the behaviour of riders.

The District Secretary has Observers' jackets that can be borrowed for an event.

10. MOBILE PHONES

* It is recommended that you as organiser have mobile phone support and that event officials, marshals, timekeepers and other helpers out on the course should be encouraged to be similarly equipped for intercommunication with H/Q.

11. SUPPORT VEHICLES AND HELPERS

* For events using the A1 the Start Sheet should include a note that helpers must not hand up food or drinks on the A1. If a rider needs attention on the A1 they must stop in a lay-by.

Helpers must not park their vehicles on the A1 (except in lay-by) or on any other road to cause an obstruction.

12. ROADWORKS

* Should any roadworks commence during the weeks prior to your event try and find out from the personnel involved whether they will still be working there on the day of your event. If they will be or the situation is unclear, then contact immediately the District Chairman, Asst. Sec. (Open Events) or Asst. Sec. (Courses) with the problem.

13. SIGNING-ON and ISSUE OF COMPETITORS NUMBERS AT HEADQUARTERS

* An official should be appointed to supervise signing-on, issue of numbers and to notify each competitor of any special safety instructions and potential hazards not on the start sheet. This

MUST take place at the event H/Q.

* The Start Sheet must include a note that signing-on and collection of numbers will be at the H/Q.

* Contact information for booking H/Qs is on Page 10 of this Handbook. Other suitable H/Qs may be used.

14. RISK ASSESSMENT COMPLIANCE

* The District Committee's approval of your event(s) will have been subject to a Risk Assessment report for each of the courses to be used.

* Marshals and signs (CTT approved) must be provided and located as required by the Risk Assessment report applying to the event course.

* A copy of the Risk Assessment report for the course being used must be available at the signing-on point for riders to read.

15. EXCESS ENTRIES AND THE RESERVE RIDER SCHEME

* When excess entries are received rejected entries MUST be returned by FIRST CLASS POST immediately. This task can often benefit from a helping hand. The District Committee receive many complaints about late return of rejected entries.

* Should your event be one that usually receives an excess entry you may wish to operate the reserve rider scheme.

16. PROTECTIVE HELMETS

* All competitors under the age of 18 years must wear a helmet of hard/soft shell construction. The CTT National Committee recommends that all competitors wear such a type of protective helmet in all events, although this is not compulsory.

17. START & FINISH AREAS

* Employ someone at the Start to ensure waiting riders do not cause any obstruction to other road users, do not execute "U turns", that there are no obvious infringements to CTT Regulations regarding competitors' machines and that junior riders are wearing hard/soft shell helmets.

* The Finish areas must be kept clear of all vehicles except that of the timekeepers.

18. CANCELLATION OF EVENTS

* There have been cases recently where clubs have cancelled events for less than adequate reasons (e.g., low entries) and without consultation with the District Committee. The authorisation for an event places an obligation on the Club or Association to run the event except in exceptional circumstances and as agreed with the District Committee.

* Cancellation can be unfair to those who have entered and may deter riders from entering the following year.

* If you wish to cancel an event consult with the District Secretary, Asst. Sec. (Open Events) or Chairman before implementation of the cancellation, submitting full details and reasons for the proposed cancellation so that it may be agreed to or not. Where an event is cancelled without such prior consultation, other than due to an emergency on the day, it will be considered a breach of Reg.5, which may result in disciplinary action.

* Where cancellation is due to an emergency on the day of the event, such as adverse weather conditions, the details and reasons for the cancellation must be notified to the District Asst. Sec. (Open Events) as soon as possible.

20. RESTRICTED EVENTS

* Entries for a middle-markers event from riders who have broken the prescribed limit MUST NOT be accepted (even if there is not a full field). One possible way to avoid this problem is to make the entry condition the slowest 120.

* For an Association event only intended for member club riders then riders from non-member clubs MUST NOT be accepted. Such rides would be deemed Private Time Trials which are not allowed in Open or Association Events.

21. ACCIDENTS

* CTT Accident Forms can be obtained from the District Asst. Sec. (Open Events). You as organiser should complete the form with as full information as possible including an attached statement by the rider concerned unless too badly injured to be able to complete one. Return

the form (and statement) to the National Secretary (address in the CTT Handbook [p 2]) with a copy to the District Asst. Sec. (Open Events); keep a copy yourself. This should be done within 14 days of the accident.

* In addition, where there is a major accident, e.g., police and emergency services are summoned, the National Secretary must be informed as a matter of urgency (by telephone or e-mail preferably) with as much detail as possible. This is to assist in those instances where the media, e.g., local radio, television, press, take an interest in the accident. The National Secretary is best qualified to respond to the media.

* It is in the best interests of the sport that persons closely connected with the event in which the accident took place do not become involved with the media. These persons are likely to be you, the victim, other riders, helpers and event officials.

22. SHOULD A POLICE OFFICER QUESTION YOUR RIGHT TO BE RUNNING AN EVENT

If a Police Officer approaches you during the duration of your event the following guidelines have been drawn up by the London North District Committee:

* Keep calm and ask for his/her name, number and Police Station.

* Find out what any objections are.

* Produce your letter of response from Bedfordshire or Hertfordshire Police or your recorded certificate of posting if from Cambridgeshire or Thames Valley forces. Have your copy of the Police Form ready if requested.

* Be sure that all riders waiting to start are OFF THE CARRIAGEWAY.

* If there are legitimate grounds for cancellation, such as an accident blocking the course, torrential rain, dangerous road surfaces, etc. do everything you can to cooperate with the Officer in warning riders already racing and ensure the timekeepers start no more competitors. Better safe than sorry.

* If however there is no legitimate reason for cancelling the event then stand your ground.

Providing the statutory notice has been given within the proper time the Police have no power to prevent a time trial taking place on the Public Highway.

The following should appear on your Start sheets:

NEGOTIATING ROUNDABOUTS

Give priority to traffic from your right.

Signal clearly to other road users the course you intend to take.

Safety - not your performance - is the first priority.