



### **Duties of Promoting Secretaries**

(A General Guide to the promotion of an event)

This guidance is written to supplement your reading and understanding of the “Rules and Regulations” as detailed in the current copy of the Cycling Time Trials (CTT) Handbook.

The practical running of an open event is largely a matter of routine where actions require to be undertaken in a specific order, at an appropriate time. Experienced promoters generally have their own methods, however they broadly follow a standard routine. The following actions, set out in calendar form, have been provided, as a guide, for Promoting Secretaries.

#### **August / September**

Obtain the agreement and support from your club/organisation to promote an event. Complete an Open Event Application Form, obtainable from the District Secretary of the district in which the event is to be held. These forms are generally sent out to club secretaries in July/August/September. Completion of the form is self-explanatory.

If the event is eligible and you wish it to be included in the National Best All Rounder (BBAR) Competition, you need to indicate this on the form, in the appropriate section with a letter “B”. Events nominated as BBAR events have specific entry conditions (detailed in the handbook under BBAR Competition Conditions) which must be adhered to. If the event is to be eligible for the Women's BBAR Competition you must reserve 20% of the field for women.

The event application needs to identify if internet entry will be accepted and if the organiser's personal details can be published on the CTT website.

The District Secretary on behalf of the District Council (in whose district the event will be run) will organise a date fixing meeting. Make sure that you or a representative from your club/organisation is in attendance at this meeting. No CTT event can be organised without the appropriate District Committee approval.

Should any part of the course you are to use extend into another District(s), details of the proposed event must be submitted to the appropriate District Secretary not later than 1st October. This is often undertaken by the District Secretary on behalf of the event secretaries.

Having been allocated a date for your event, you are expected, with the assistance of your Club/organisation or District Committee if necessary, to organise the event through to a successful conclusion.

#### **January**

Following publication of the year's open events in the handbook and on the CTT website, check that the details of your event are correct. If any of the details are incorrect, notify your District Secretary immediately, so that action can be taken at national level to publicise the amendment.

Book your event headquarters and timekeepers (and a handicapper if appropriate).

## February

Ensure that if the event has been identified for internet entry (IE designation in Handbook) that your nominated bank details have been provided to the National Secretary (Competitions & Development), so that entry monies received through the system can be forwarded to the appropriate bank account. An "Internet User Guide for Event Organisers" document is emailed out by the National Secretary (Competitions & Development) to each event secretary. A copy is also available from the CTT' website.

### Eight weeks before the event

From your District Secretary secure an up-to-date course description to be used together with a copy of the current risk assessment. Identify a club official(s) to represent your club at the start and finish. Timekeepers should not undertake this role. Additionally appoint a person(s) to oversee the signing on and signing out of riders and the collection of numbers.

Complete the Police Notification Form and send copies to the Chief Constable of **each** police area through which the course passes and send one copy to the District Secretary. Retain a copy for your file. The District Secretary requires their copy at least six weeks before the event. Some police forces will accept notification by email, however it is always prudent to send a copy by recorded post. As acknowledgement of receipt of the notification is not consistent across the country, confirmation of receipt by recorded delivery provides some confidence that the notification has been delivered.

**The Road Traffic Act demands that Police have at least 28 days clear notice of a time trial taking place. If no notice is given, or less than 28 days' notice is given, the police are entitled to stop the event taking place, or can impose special or onerous conditions.**

Make arrangements to have your start sheet prepared and printed, whilst also appointing competent observers and sufficient marshals to cover all points of the course, as indicated on the course risk assessment. In addition, the person who is tasked with the erection of safety signs in accordance with the course risk assessment should be identified.

Checking cards for use by marshals may be purchased through the on-line shop or from the National Secretary (Competitions & Development). Arrange for a number checker at the finish to record the numbers of the riders in the order they complete the course and for this information to be conveyed to the timekeeper. Also make arrangements for the times to be communicated to the result board area, which should be situated away from the finish area (generally at the event headquarters). Beware that mobile phone reception varies, especially out in the countryside, so it is worth checking prior to the event if this form of communication is to be adopted.

### Four weeks prior to the event

Check the course against the Generic Risk Assessment and note any additional risks identified which are likely to be permanent and/or remain until the event takes place. Take appropriate action, such as notifying the highway authority of serious road defects, etc. Notify the District

Secretary of the defects found and the action taken to modify the Generic Risk Assessment.

Read notes in the handbook on event cancellation, postponement and delayed start.

## **As entries arrive**

Check that:

- The CTT entry form is acceptable (see note at bottom of Regulation 11) and has been signed by the entrant

**All entry forms MUST be signed by the rider, photocopied signatures are NOT valid.**

- Any cheque included is properly completed
- **The entrant's club is affiliated to Cycling Time Trials.**
- If the entrant is under 18 years of age, a parental consent form has been included and signed.

Return any form not properly completed to the prospective entrant. You may return entries that will not be accepted before the closing date if you already have received more than a full field. This should enable the rider to enter another event if they so wish.

If the event has been identified as "internet entry" (IE in Handbook), check the website to download entries made through the system. Monies received via the website will be transferred, generally within 2 days of the event closing date, to the nominated bank account by the National Officials administering the internet entry system.

## **On the closing date for entries**

Whether received either by post, hand delivery or through the website, the closing date for event entries, unless it is a National Championship or is annotated with "NS" (Non Standard) that state a non standard closing date, should be at 23.59, on the Tuesday or Saturday 10 or 13 days prior to the event.

Select the field of riders in accordance with standard conditions as set out in the CTT' Handbook and/or any published special conditions specific to the event. Return immediately, by first class post or through the website, all excess entries.

Arrange the field of riders in accordance with Regulations (CTT Guidance Note No. 8) is available to assist you in this important task). If the event is to be handicapped your handicapper may agree to arrange the field for you. When preparing the start sheet 'copy' for the printer it must include the following information in order to comply with CTT regulations.

- The event is being "**Promoted for and on behalf of Cycling Time Trials under their Rules and Regulations**"
- The title of the event
- The date of the event
- The name & address of the event secretary (telephone number is helpful)
- The name(s) of the approved timekeeper(s)
- The name (if applicable) of the approved handicapper
- A full description of the course, with precisely stated start and finish points, turning points

and intermediate distances

- Any applicable local regulations
- Details of the prize awards stating whether medals, trophies or prize values. The method (if applicable) of selecting special groups for awards
- The event start time
- The number, names and clubs of the competitors in their starting order
- In events open to both sexes, women riders must be indicated, by the symbol 'W'
- Designated point for collecting numbers and. signing-on

Forward the event start sheet to the Cycling Time Trial's National Secretary for publishing on the website and if appropriate to your club's publicity/press officer.

## **At least 5 days before the event**

Dispatch a copy of the start sheet by email or first class post, to the District Secretary, all competitors and officials, including the timekeepers. Include any specific instructions to the marshals and checkers. (See CTT Guidance Note 11 – Marshals and Checkers). If considered appropriate, prepare clerking sheets and marshals checking cards.

**Note:** To comply with CTT Data Protection Policy, when emailed, start sheets should be sent using the blind copy (“BCC”) function, thus avoiding distribution of personal email information.

## **On the day of the event**

### **At the Start/Headquarters**

Prior to the event commencing, an appropriate person should travel the course to identify if any additional issues have arisen that are not detailed on the Generic Risk Assessment (ie. broken down cars/trucks, road works, local shows, etc.). Details of any such issues should be recorded on the “On the Day Risk Assessment” and displayed next to the signing on sheet, so as to bring to the attention of all the riders. Event officials attention should be drawn to any such identified issues. This individual may also be the person identified to position the signage.

Confirm that appropriate signs have been positioned in accordance with the requirements of the course risk assessment. Guidance Note 17 “The Erection of Cycle Event Signage” provides information on the safe erection and positioning of signs.

Check on the arrival of the following and ensure they are adequately briefed, as to their duties:

- The official(s) named on the Police Notification Form,
- The official observer
- The Timekeepers
- The appointed person to supervise:
  - the signing of the signing-on sheet,
  - the collection of competitors' numbers
  - if necessary the drawing of the riders' attention to any additional instructions arising from the latest inspection of the course
- The starting stewards (or pushers off)

In accordance with the course risk assessment, locate the precise starting point and ensure all

marshals and officials are wearing a “Hi-Vis” jacket to indicate their association with the event.

Ensure that checks are undertaken on overseas riders' racing licenses and Scottish club riders' S.C.U. membership cards or racing licenses. This can be best carried out when the riders are collecting their race numbers.

Take with you the riders' completed entry forms, emergency contact details of any internet entrants and police correspondence. It is important that the emergency contact details of all competitors are retained at the headquarters during the event in case there is an incident/accident.

Arrange, if considered appropriate, for a pilot car to precede the first rider, carrying spare marshals/spare “Hi-Vis” jackets, to cover any breakdown in the arrangements.

Ensure that a First Aid kit is available at the event headquarters.

### **At the Finish**

Confirm the position of the finish point and mark it with a chequered flag or board.

Check on the arrival of:

- The official(s) named on the Police Notification form
- The timekeeper
- Number checker
- Timekeeper's recorder

And ensure the means for transferring the results to the result board is working satisfactorily.

### **After the event and prior to the prize giving**

Make sure that all riders have signed out and returned their numbers. If a competitor has not signed out by the time the event has drawn to a close, then as a duty of care, try to contact the rider to ensure they are safe. If necessary, please also check with marshals / officials / timekeepers to try to confirm that the rider is safe and completed the course. Any rider who has not personally signed out will be deemed to have not finished the event. (See Regulation 17(b)). If there are any concerns for a competitor's safety or well-being, contact the District Secretary for advice.

On all competitors being accounted for check, in conjunction with the timekeeper(s) that the recorded times are correct on the result board. Establish that all competitors who are credited with a time or distance have completed the full course.

### **Immediately after the prize giving (if appropriate)**

If possible, email the full result to [results@cyclingtimetrials.org.uk](mailto:results@cyclingtimetrials.org.uk). This will ensure that the results are published on the CTT website and are passed onto the national press.

Refer any issues relating to the event or conduct of any riders in the event to the District Secretary. Report any accidents to both the District Secretary and the National Secretary (Legal & corporate). Notify the District Secretary of any updates required to the generic risk assessment.

### **Within seven days of the event**

Send a signed copy of the start sheet and the appropriate amount of levy to the District Treasurer. Make your cheque payable to "Cycling Time Trials".

Prepare the result sheet 'copy' for the printer. This must include the following information in order to comply with CTT Regulations:

- That the event was "Promoted for and on behalf of Cycling Time Trials under their rules and regulations"
- The title of the event
- The date of the event
- The name and address of the event secretary
- The name(s) of the approved timekeeper(s)
- The name (if applicable) of the approved handicapper
- Details of the prize winners and their awards stating whether medals, trophies or prize values
- The names and clubs of competitors in order of the principal award
- In the events open to both sexes, women riders must be indicated by the letter "W"

**A note of thanks to all those who helped to make the event possible is generally greatly appreciated.**

#### **Within 28 days of the event**

Post or email a copy of the result sheet to all competitors (including the non-starters) and officials. A copy must be forwarded to the District Secretary and in the case of a BBAR event to the National Secretary (Competitions & Development). Prizes other than certificates, medals or trophies should be dispatched to the prize-winners. Certificates, medals or trophies should be dispatched or presented within 12 months of the event.

**Note:** To comply with the CTT Data Protection Policy, when emailed, result sheets should be sent using the blind copy ("BCC") function, thus avoiding distribution of personal email information

#### **General note**

Entry forms and Signing-On sheets should be retained for at least one year. If there has been an accident, they should be retained for at least seven years. Please see Guidance Note No. 19.

**IF YOU ARE IN ANY DOUBT, OR SIMPLY WISH TO HAVE SOME ASSURANCE CONTACT YOUR LOCAL DISTRICT SECRETARY OR CHAIRMAN FOR ADVICE.**

## Check List

September	Apply to The District Committee to run your event and confirm if the event is to accept internet entry that "IE" annotation is included on application form. In addition, confirm that the organisers details are (or not) to be published on the CTT web site	<input type="checkbox"/>
January	Check details as published in the handbook / on the website are correct	<input type="checkbox"/>
	Identify and appoint timekeepers	<input type="checkbox"/>
	Book event headquarters	<input type="checkbox"/>
February	Ensure that if the event is to accept internet entries that your nominated bank account details have been provided to the National Secretary (Competitions and Development)	<input type="checkbox"/>
Eight weeks before the event	Obtain an up to date course description and risk assessment from the District Secretary	<input type="checkbox"/>
	Appoint officials for the start and finish and headquarters	<input type="checkbox"/>
	Send the police notification to appropriate Police Force(s) (copy to District Secretary)	<input type="checkbox"/>
	Confirm availability of event headquarters and access to the premises (key holder)	<input type="checkbox"/>
	Appoint competent marshals and observers	<input type="checkbox"/>
	Make arrangements (if appropriate) for the printing of the start and result sheets	<input type="checkbox"/>
	Identify availability of safety signs and who is to erect them around the course	<input type="checkbox"/>
Closing date for entries and following days	Select the field of riders from those entries received by hand, post or through the internet entry system	<input type="checkbox"/>
	Return excess entries by first class post or through the internet entry system	<input type="checkbox"/>
	Have entries handicapped (if applicable)	<input type="checkbox"/>
	Produce the start sheet (include in the course description any warnings of particular risks identified on the generic risk assessment) whilst also ensuring that any local guidelines are stated	<input type="checkbox"/>

	Confirm that the internet entry fees have been received to the designated bank account	<input type="checkbox"/>
At least 5 days before events	Dispatch, by first class post or by email, copies of the start sheet, to all riders, officials, timekeepers, marshals and the District Secretary	<input type="checkbox"/>
	Include specific details for each marshal	<input type="checkbox"/>
	Prepare result board	<input type="checkbox"/>
	Prepare the signing on sheet and identify official to monitor and issue numbers	<input type="checkbox"/>
	Check availability of chequered flag or board to mark finish	<input type="checkbox"/>
	Confirm that the person erecting safety signs is still available and that the appropriate safety signs are available	<input type="checkbox"/>
At least 2 days before event	Check a set of numbers (with pins) is available, sufficient in number for number of riders competing	<input type="checkbox"/>
	Prepare timekeepers recording sheets and marshal checking cards	<input type="checkbox"/>
	Confirm details for access to the premises (key holder) for event headquarters have not changed	<input type="checkbox"/>
	Print off emergency contact details for those riders who have entered through the internet entry system	<input type="checkbox"/>
At the start	As late as practical before the event, ideally immediately before it, arrange a final check of the course and complete the "on the Day Risk Assessment" and draw to rider's attention by placing next to signing on sheet	<input type="checkbox"/>
	Confirm that the appropriate signage has been erected in accordance with Risk assessment requirements	<input type="checkbox"/>
	Confirm that arrangements are in place to transfer times from timekeeper(s) to event headquarters	<input type="checkbox"/>
	Check on arrival of all officials (especially those named on the Police Notification(s), timekeepers, start officials, marshals, and observers. Ensure they are all provided where required with HI Vis jackets	<input type="checkbox"/>
	Ensure emergency contact details for all riders are available at the event headquarters	<input type="checkbox"/>
	Check the set of numbers (with pins) is available, sufficient in number for number of riders competing	<input type="checkbox"/>
	Ensure that officials, marshals and observers have, in case of emergency, a contact telephone/mobile number	<input type="checkbox"/>

At the finish	Ensure precise finish point is identified and a that a chequered flag or board is in place	<input type="checkbox"/>
	Check on arrival of all officials (especially those named on the police notification(s), timekeepers, number catcher / clerk	<input type="checkbox"/>
	Confirm that arrangements are in place to transfer times from the timekeeper(s) to the event headquarters	<input type="checkbox"/>
After the event at the headquarters	Check that all riders have completed the course or have been recorded as “non-finishers” (DNF)	<input type="checkbox"/>
	Confirm, using the timekeepers report sheets, that result board reflects the times recorded by the timekeeper(s)	<input type="checkbox"/>
	If any complaints received, try & resolve or failing that, refer to the District Secretary for resolution	<input type="checkbox"/>
	Confirm all numbers have been returned	<input type="checkbox"/>
	Ensure that the headquarters is left in a tidy and clean condition	<input type="checkbox"/>
	Confirm all safety signs have been collected	<input type="checkbox"/>
	Collect signing on sheet, marshal check cards together with the timekeeper’s record sheets and the number	<input type="checkbox"/>
Collect issued Hi Vis jackets from event officials	<input type="checkbox"/>	
Within 7 days following the event	Telephone or email the press with the result	<input type="checkbox"/>
	Prepare and print the result sheet in accordance with regulations, ensuring that all awards are identified	<input type="checkbox"/>
	Forward the event levy to the District Treasurer	<input type="checkbox"/>
	Communicate to the District Secretary any information identified on the “On the Day Risk Assessment” that has a lasting impact that will affect the Generic Risk Assessment	<input type="checkbox"/>
Within 28 days of the event	Issue the result sheet via post, hand or email to all riders and officials, including the District Secretary	<input type="checkbox"/>
	In the case of a BBAR event, a copy of the result sheet must be sent to the National Secretary (Competitions and Development)	<input type="checkbox"/>
	Dispatch all prizes, other than certificates, medals or trophies	<input type="checkbox"/>

