



South African Schools Cycling

Doc No. SASC/TRA/MTB/0003

DOCUMENTATION

MTB Commissaire Guidelines

Rev No. 00

Compiled by
09/06/2014
Rev Date

Approved by

Date

Deon Steyn

Richard Durrant

1. Objective

This document will provide technical guidelines for the Commissaire officiating at school events under SASC regulations.

2. Introduction

As an introduction, it is important to stress that **this booklet is not a rule book**, but like its name implies, a practical guide to be used to help implement the sporting control of MTB races.

2.1. Abbreviations

MTB – Multi-terrain bike
SASC – South African Schools Cycling
XCO – Cross-country Olympic
UCI – International Cycling Union

2.2. The regulations

The regulations used have been developed by SASC to be used at school MTB events. The regulations are based on the UCI's regulations, adapted where possible and -additional regulations added to cover all possible scenarios and give the Commissaire recourse in difficult situations.

The aim of these regulations, like their international counterpart, is to ensure correct sporting procedures and to protect the health and safety of riders.



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2.3. Special regulations for the event

Although rarely used, special regulations for events must always explicitly state that the event is held under SASC and UCI regulations and cannot contravene either the UCI or the SASC regulations.

Specific regulations for the event may be drawn up by the organiser to detail the procedures specific to that race. Examples include: participation, entries, meeting times, prizes, procedures for the various classifications, scorekeeping for results, race service, protocol.

3. Obtaining information and preparing for the race

The management and the sporting control of a race requires methodological organisation on the part of the commissaires before, during, and after the event, in all aspects relevant to the type of event and the tasks to be carried out.

3.1. Before the race

The commissaire should verify the following:

- Participation and entry procedures for riders.
- Organisational details which must include the venues for:
 - the start and finish area
 - the podium for the awards ceremony
- Safety and the rules to be applied (marshals, dangerous parts of the course, signage, first aid, evacuation procedure, etc.)



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- Feed / technical assistance zone/s
- Medical assistance, which must be available from the opening of the first official training period (ambulances, doctor, first aid, etc.)
- Details of the nearest hospital and police station
- The schedule of all meetings and races
- Availability of two way radios
- Call up and staging procedures
- The course details: maps with profile, marshal and first aid positions, dangerous sections, feed/technical zones location, etc...
- The anti-doping room (important that the Commissaire verifies that this room complies with the regulations because often the anti-doping inspector will arrive on race day and if a modification is required, it is important that the organiser has enough time to complete those modifications.
- The timing/results company that will be used; verify with the timing company what type of system they will be using and the contents of the start and result sheets.
- The scoring system to be used.

At the race venue

3.2. Meeting with the organiser

It is important to arrive at the race site early enough to have a briefing, that the Commissaire needs to set up in advance with the organiser; make contact with him/her as soon as you arrive.

During the briefing with the organiser, the Commissaire should go over point by point the information received prior to the race to make sure there are no recent changes and that any required changes have been completed.



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Review the topics that the organiser will be covering at the team manager meeting and insist on the presence of key persons from the organisers team to attend the briefing, so that all potential questions from the team managers are able to be answered.

3.3. Relations with the organiser

After examining the human and material resources available to the organiser, some deficiencies may be apparent; in this case it is necessary to collaborate with the organiser in order to seek the best possible solutions for the management of the event's sporting control.

3.4. Walk the course and safety check

It is imperative that the Commissaire walk the course with the person from the organisation responsible for the course.

4. Role of each member of commissaires panel

4.1. Chief Commissaire

- Responsible for the sporting aspects of the event.
- Responsible for rider's safety.
- He inspects the course, ensure that course marking is correct and approves the course.
- Ensures that there are enough marshals.
- Is in overall charge of start, finish and tech/feed zones.
- Will assist with anti-doping control issues.
- He oversees the awards ceremony.
- Only the Chief Commissaire has the authority to cancel an event.

4.2 Start Commissaire



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- Ensure that start area is operational.
- Ensure that there is a start line.
- Calls up seeded riders and lines them up.
- Loads all the unseeded riders.
- Will do the riders briefing.
- Will handle the start according to the regulations.

4.3 Finish Commissaire

- Ensures that the finish area is operational.
- Ensure that there is a finish line.
- Records the order of passing at the finish line for each lap.
- Ensure that the top finishers complete all of their laps.
- Will verify and sign the results.

4.2. Feed/tech Commissaire

- Ensure that the feed/tech zone is operational.
- Ensure that the riders and seconds comply with the regulations when feeding.
- Ensure that racing line is open.

5. The team managers meeting

All persons with a coordination role in the organizing committee should be present at that meeting so that everyone receives the same information and respects them.



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The Commissaire chairs this meeting:

- The Commissaire will first introduce himself/herself.
- Then the Commissaire will present the organiser, and will let them say a few words welcoming everyone. The organiser will then review issues related to the non-sporting aspect of the race.
- Then the Commissaire will present the commissaires panel members.
- The Commissaire will announce the following:
 - Safety issues
 - any changes that may have an effect on the sporting aspect of the race (ex: race schedule, laps, etc...)
 - the number of riders per line at the start of the XC.
 - the number and location of the feed/technical assistance zone/s.
 - the number of laps for each XCO race per category (and will emphasise that this number may change prior to the start, if the weather deteriorates; he/she will also mention the method to be used to inform the riders of such a change).
 - the anti-doping procedures (or will ask the senior anti-doping inspector to speak if they are present).
 - Race number board securement and the importance of ensuring each rider has the correct race number board attached to their bicycle

The meeting ends with a period devoted to questions. To assure that the meeting runs smoothly, it is important to stress at the beginning of the meeting that questions should be kept for the end. All questions will be accepted except those related to the number of laps or to course design.

6. Sporting discipline: Cross-country (XCO)

6.1. Course and training

The course must be:



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- safe (for both the athletes and the spectators) but also should be a sporting challenge.
- well marked to avoid riders going off course.
- must withstand any kind of weather.

XCO courses must comprise differing surfaces, technically demanding areas, narrow single tracks but wide enough track to allow passing in places. Paved road may comprise a maximum of 15% of the total distance of the course. The current regulations should be referred to as they contain additional details for course design and marking.

A good course design should make it nearly impossible for the riders to take shortcuts and in this way to gain an advantage.

Training can commence only after the course has been declared safe and properly marked by the organiser and the Commissaire and for safety reasons only during official training periods to ensure that marshals and first aid are in place.

Training on the course is not allowed while other races are taking place; if this should occur then disqualification (DQ) would be the most appropriate penalty.

In order to avoid misunderstandings, it is important to stress the above mentioned topics at the team managers meeting.

It is important to respect the circuit length and race duration minimums and maximums (according to categories).

6.2. Start procedure



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Call-up should not start too early prior to the race start (to be respectful for the riders who have warmed-up). The earliest that the procedure may start is fifteen minutes prior to the race start when there is a large field of riders. This fifteen minute time frame may be shorter depending upon the number of starters.

Fifteen minutes to start: the commissaire will individually call the seeded riders to take their positions.

12 Minutes to start: the non-seeded riders will be loaded en mass. This process must be controlled by the commissaire

5 Minutes to start: the commissaire will do the race briefing and confirm the number of laps to be ridden by each category.

All riders are to have at least one foot on the ground when the 3 minute warning is given.

The start is given by the start commissaire using the following time lines:

- 3 minute warning
- 2 minute warning
- 1 minute warning
- 30 seconds warning
- 15 seconds warning with the starting signal to be given anytime within the final 15 seconds.



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6.3. Length of a race and particularly the decision on the number of laps for XCO events

The calculation of the number of laps for XCO events is a challenge even for the most experienced commissaire. The decision on the number of laps is under the responsibility of the Commissaire. It is also important to talk to the person on the organizing committee responsible for the course, because a race may have taken place in the recent past on the same course, and the time per lap of those events may be a reference point for your decision. As a last resort, the Commissaire may even talk to some key athletes about their estimate of lap times. In short, even if the final decision on the number of laps is the responsibility of the Commissaire, team work is again a key element.

If the weather conditions are favorable, the Commissaire will aim for the maximum time. But if the weather forecast is for bad weather or the race is being held at the beginning of the season, the Commissaire should target the minimum time.

Never allow for discussion on the number of laps at the team managers meeting. If you allow this discussion, the meeting will never end as some athletes are better on shorter courses and others on longer courses!

Only unexpected bad weather on race day should lead to a reduction in the number of laps as previously announced at the team managers meeting. It is very important to stress that this decision is the sole responsibility of the president of the commissaires panel.

In summary, in good weather plan for more rather than less; in bad weather plan for less rather than more!

7. Feed / technical assistance zones and rules



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Feeding is allowed only in designated areas.

Feed zones are also used as technical assistance zones. In order to decrease the cost for the organiser and decrease the number of persons needed by each team, the technical zones must be located in the same area as the feed zones.

It is forbidden for a rider to go in the opposite direction of the course in order to reach a feed/technical assistance zone. A rider must continue on the course and stop in the next zone.

There should at least one Commissaire at every feed/tech zone.

Technical assistance is well described in the regulations.

Despite the approval of technical assistance, under the current regulations it is the responsibility of the athlete **not to accept** material offered by the **public**.

It must be stressed that commissaires in charge of feed/technical zones are not responsible for the safety and security of material deposited there. There is no limit to the amount of material deposited in the zone by a team or a rider as long as this material is not interfering with the other competitors or affecting the other teams. Contact between riders and mechanics is allowed only in the designated feed/technical assistance zones. As a reminder, feeders are not to run in the feed zones.

8. Particular points applicable to the sporting discipline.

8.1. Medical assistance



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During training sessions and competitions, medical assistance must be available at all times. All commissaires must know the exact location where first aid is available. Before the start of the competition, the organiser must hand the Commissaire a map indicating where the first-aid locations are located on the course.

8.2. Awards

The Commissaire must always ensure that the award ceremonies are run in accordance to the regulations, the organiser's requirements as mentioned in the specific regulations for the race and in particular with reference to the presence of the relevant riders.

8.3. Work after the finish

Verify and sign the results.

8.4. Race Report

The Commissaire must complete and sign the race report as SASC requirement. The commissaire must have a debriefing meeting with the organiser. The debriefing can also be done via e-mail.

Acknowledgement

UCI's booklet *Practical guide for commissaires in mountain bike events* was used as a basis for this document.