

SECTION 7: SPORT & CHAMPIONSHIP SPECIFICATIONS



7.4 SPORT & INAS CHAMPIONSHIP SPECIFICATIONS - CYCLING

SECTION 1: CYCLING SPORT SPECIFICATION

1. Rules of Competition

The rules of INAS Cycling pertaining to competition, rankings and records will be those of INAS which are based on the rules of UCI.

2. Disciplines

Road Races:

- Short distance 30 Kms
- Long distance 60 Kms

Time Trials:

- Single short distance 3 Kms
- Single long distance 10 Kms

Team:

- Event Tour:
- Single
- Team

SECTION 7: SPORT & CHAMPIONSHIP SPECIFICATIONS



7.4 SPORT & INAS CHAMPIONSHIP SPECIFICATIONS - CYCLING

SECTION 2: INAS CHAMPIONSHIP EVENT SPECIFICATION

TABLE OF CONTENTS

1. EVENT SPECIFICATION	4
1.1. Event Title	4
1.2. Event Date	4
1.3. Rules	4
1.4. NF Sanctioning	4
1.5. Inspection Visit	4
1.6. Events	4
1.7. Event Timetable	5
2. COMPETITION INFORMATION	5
2.1. Competition Schedule	5
2.2. Entry Quotas	5
2.3. Event Viability Criteria	5
2.4. Medals & Ceremonies	5
2.5. Qualification Criteria	6
2.6. Entry Process	6
2.7. Entry fees	6
2.8. Technical Meeting	6
2.9. Team Composition & Delegations	7
2.10. Athlete Sport Equipment & Clothing Regulations	7
2.11. Communication	7
2.12. Results	7
3. ELIGIBILITY & CLASSIFICATION	8
3.1. Eligibility	8
4. VENUE	8
4.1. Facilities	8
4.2. Training Facilities	8
5. OFFICIALS, STAFFING & VOLUNTEERS	8
5.1. Technical Delegate	8
5.2. INAS Sport Director	9
5.3. INAS Official Representative	9
5.4. INAS Sports Manager	9
5.5. Technical Officials	9
5.6. Sport Specific Volunteers	9
6. MEDICAL & ANTI DOPING	10
6.1. Medical	10
6.2. Doping Control	10
7. EVENT OPERATIONS	10
7.1. Accreditation	10
7.2. Communication Plan	10
7.3. Visas	10

SECTION 7: SPORT & CHAMPIONSHIP SPECIFICATIONS



7.4 SPORT & INAS CHAMPIONSHIP SPECIFICATIONS - CYCLING

7.4.	Transportation	11
7.5.	Accommodation	11
7.6.	Catering & refreshments	11
7.7.	Security	11
8.	CEREMONIES, GUESTS & SOCIAL PROGRAMME	12
8.1.	Ceremonies and Receptions	12
8.2.	Guests	12
8.3.	Social programme	12
9.	BRANDING, PR AND MEDIA	12
9.1.	Branding and PR	12
9.2.	Event Website	12
9.3.	Media	12
9.4.	Spectators & Ticketing	13
10.	INSURANCE, FINANCE & CONTINGENCY PLANNING	13
10.1.	Event Hosting Fee	13
10.2.	Liability	13
10.3.	Insurance	13
10.4.	Event Proceeds	13
10.5.	Emergency Planning	13
10.6.	Contingency Planning	14
11.	POST EVENT	14
11.1.	Post Event Report	14
11.2.	Final Results	14

7.4 SPORT & INAS CHAMPIONSHIP SPECIFICATIONS - CYCLING

1. Event Specification

1.1. Event Title

- 1.1.1 For INAS world championship events the title of the event is the “[Year] INAS World Cycling Championships”, for example “2017 INAS World Cycling Championships”.
- 1.1.2 For INAS regional championship events the title of the event is the “[Year] INAS Cycling Championships - [Region]” for example “2017 INAS Cycling Championships - Asia”.

1.2. Event Date

- 1.2.1 INAS Cycling Championships will be scheduled according to the published INAS event cycle.
- 1.2.2 The event date should be determined in consultation with the Sport Director and should allow for competition cycles, climate, other major events, venue and accommodation availability.

1.3. Rules

- 1.3.1 INAS Cycling events are organised in accordance with UCI rules with approved INAS amendments as set out in the Sport Specifications above. Local Organisers are not permitted to amend these rules.

1.4. NF Sanctioning

- 1.4.1 The involvement and sanction of the National Cycling Federation is essential to ensure a successful event. Evidence of their support for the event should be submitted as part of the bid document.

1.5. Inspection Visit

- 1.5.1 The LOC will be supported by the INAS Sport Director who will give advice and guidance throughout the planning and delivery processes. Further support will be given by the INAS Sports Manager, Technical Officer and other Committees as required. The LOC is to maintain contact with the Sport Director throughout the planning stages prior to the event, and should establish regular conference calls (eg by Skype, Google Hangouts or Webex) with the Sport Director not less than 10 months prior to the start of the event
- 1.5.2 The Sport Director is required to undertake an inspection visit at least 8 months prior to the event which will include a visit to all competition and training venue(s) and accommodation. Time will also be available for all other competition related discussions.
- 1.5.3 The LOC will be responsible for all costs relating to the visit including travel, accommodation and catering costs.

1.6. Events

- 1.6.1 For the INAS Championships the programme of events will be as per Section 1 Cycling Sport Specification.

SECTION 7: SPORT & CHAMPIONSHIP SPECIFICATIONS



7.4 SPORT & INAS CHAMPIONSHIP SPECIFICATIONS - CYCLING

1.7. Event Timetable

1.7.1 The competition will be run over 5 (five) days with additional days for classification, training, arrivals and departures as below.

	-3 Days	-2 Days	-1 Day	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Arrivals									
Training									
Technical Meeting									
Competition									
Opening Ceremony									
Closing Ceremony									
Departure									

1.7.2 Additional training days prior to competition can be made available should the LOC and teams agree.

1.7.3 The Opening Ceremony can also be held Day -1.

2. Competition Information

2.1. Competition Schedule

2.1.1 The Competition schedule should be planned in conjunction with the INAS Sport Director with up to two sessions per day.

2.2. Entry Quotas

2.2.1 Each member organisation shall be entitled to a maximum of 3 (three) entries per individual event, subject to that event remaining viable.

2.2.2 Additional "Wild Card Entries" will be at the discretion of the organisers in consultation with the Sport Director, to ensure the host nation was represented and to encourage emerging nations to participate in the championships.

2.3. Event Viability Criteria

2.3.1 Events will be considered viable if they have a minimum of three (3) eligible athletes from two (2) different member organisations.

2.4. Medals & Ceremonies

2.4.1 Medals will be awarded to the athletes placed 1st, 2nd and 3rd in each event.

2.4.2 In the exceptional case an event is competed by only three (3) athletes, medals will be awarded following the "minus one rule".

2.4.3 All nations must bring to the World Championships three (3) national flags and a CD of their national anthem.

SECTION 7: SPORT & CHAMPIONSHIP SPECIFICATIONS



7.4 SPORT & INAS CHAMPIONSHIP SPECIFICATIONS - CYCLING

2.5. Qualification Criteria

- 2.5.1 Entry is open to all INAS Member Organisations in good standing.
- 2.5.2 Minimum qualification standards (MQS) will be published by INAS ahead of each Championships.

2.6. Entry Process

- 2.6.1 Preliminary entry information should be available 12 months before the date of the Opening Ceremony and final entry information 9 months before, giving full details and costs associated with the event.
- 2.6.2 For World Championships entry will be managed via the INAS Sports Management system. The LOC will be given access to the system to manage entries and information.
- 2.6.3 For other events the INAS Sports Manager System can be used. Alternatively LOC managed entry should be via an online entry system that is user-friendly and if possible, available in multiple languages. This should be supported by a paper-entry system for nations who have difficulty accessing the internet.
- 2.6.4 A full list of entrants should be available in Microsoft Excel format for distribution to key partner agencies within 2 weeks of the final entry deadline.

2.7. Entry fees

- 2.7.1 Fees to participants may be charged, however it should be remembered that many athletes will find it difficult to raise funds and therefore the cost of the event should be considered carefully.
- 2.7.2 Sponsorship may be raised, in accordance with the guidelines set out in the INAS Handbook.
- 2.7.3 A capitation fee (level to be determined by INAS) must be added to the cost of the event and may not be used to cover the cost of the event.
- 2.7.4 INAS may charge a small online entry fee to cover administration costs of the INAS Sports Management System which will be agreed with the LOC and included in the entry fee.
- 2.7.5 Entry fees will normally be made in 3 separate payments:
 - 25% at first entry deadline, payable to LOC and may be held as a deposit by organisers in accordance with the schedule below.
 - 25% at final entry deadline, payable directly to INAS.
 - 50% at final entry deadline, payable to the LOC.
- 2.7.6 INAS advises all LOC's to establish a clear cancellation policy and to publish this within the entry pack.

2.8. Technical Meeting

- 2.8.1 The Sport Director and Chairman of the LOC will jointly chair the Technical Meeting which shall take place the day prior to competition to discuss all important details concerning the competition and organisation. It is compulsory for each participating nation to attend.

7.4 SPORT & INAS CHAMPIONSHIP SPECIFICATIONS - CYCLING

Each nation can send up to two persons (Head Coach and/or Team Manager) together with a translator if required to the meeting. The meeting shall be held in English, where possible a near-simultaneous translation to host or most used language (eg Spanish) is encouraged.

2.9. Team Composition & Delegations

2.9.1 There is no limit to the number of athletes a nation may bring though as per section 2.3 each nation is limited to 5 entries per individual event.

2.10. Athlete Sport Equipment & Clothing Regulations

2.10.1 All sport equipment and clothing must abide by INAS regulations. Riders must wear appropriate cycling vests/jerseys, helmet, shorts and footwear.

2.10.2 Jerseys may include no more than four colours (excluding any colours in emblems etc) and should include:

- Any sponsor on the front (centred) of any shirt and on the front of any shorts (30cm wide by 10cm high max)
- The national badge (max 30cm²)
- The emblem/logo of the INAS Member Organisation (max 30cm²)

2.10.3 Riders must not reveal undershirts which contain slogans or advertising. The basic compulsory equipment must not contain any political, religious or personal statements.

2.10.4 All items of jewellery (necklaces, rings, bracelets, earrings, leather, rubber bands etc.) are strictly forbidden and must be removed. Using tape to cover jewellery is not acceptable

2.10.5 Please note that these rules apply to INAS competition and may not fulfil UCI or UCI-sanctioned competition.

2.11. Communication

2.11.1 The LOC is to develop and publish a Team Handbook no later than 3 months before the event containing all key event information.

2.11.2 During competition, an effective communication system should be installed to ensure teams receive accurate and timely information.

2.11.3 All information relating to the event (including printed and electronic formats) must be presented in English. Where possible, information should be available in additional languages.

2.12. Results

2.12.1 An efficient and accurate competition schedule and results management service is essential throughout the event e.g. Meet Management Software. Organisers should ensure that results of events are published 'live' to the event website.

2.12.2 By the close of the event, a full results list should be available.

SECTION 7: SPORT & CHAMPIONSHIP SPECIFICATIONS



7.4 SPORT & INAS CHAMPIONSHIP SPECIFICATIONS - CYCLING

- 2.12.3 A full copy of results should be sent to the INAS Head office (in agreed format in accordance with INAS Requirements) immediately upon conclusion of the event.

3. Eligibility & Classification

3.1. Eligibility

- 3.1.1 All national teams shall be eligible to participate, provided that their Member Organisation is in good standing with INAS, and the entry is sanctioned by the National Member Organisation.
- 3.1.2 INAS will manage the primary eligibility process and will regularly update the INAS Master List. All athletes entering the event must appear as 'Active' on the INAS Master List no later than the final entry deadline. Applications for new athletes must be submitted to INAS as soon as possible.
- 3.1.3 Athletes who do not meet the qualifying criteria or do not appear on the INAS Master List as 'Active' are not eligible for this event.
- 3.1.4 There is no 'guest' entry.
- 3.1.5 The LOC will be responsible for ensuring all athletes are eligible to compete. This includes:
- Appearance on the INAS Master List no later than the final entry deadline (all athletes)
 - N, R or C sports classification status (in sports incorporating sports classification)
 - All sports rules and regulations regarding minimum age, nationality etc (all athletes)

4. Venue

4.1. Facilities

- 4.1.1 Roads and cycling areas should be U.C.I standard and approved by the host country's National Governing Body of Cycling, and be floodlit with a surround that provides for team and spectators.
- 4.1.2 Training facilities should be provided and wherever possible located close to the accommodation venues. Training facilities should be available prior to and during the championships.
- 4.1.3 Sports Information Desk – a manned information centre will be required at the venue for the posting of schedules, changes, results and other communications for teams. The Centre will require a reliable fast, commercial double-sided photocopier facility

4.2. Training Facilities

- 4.2.1 Training facilities must be available prior to and during championships.

5. Officials, Staffing & Volunteers

5.1. Technical Delegate

7.4 SPORT & INAS CHAMPIONSHIP SPECIFICATIONS - CYCLING

- 5.1.1 The INAS Sport Director will take on the role of Technical Delegate for the event. The Technical Delegate is the highest authority with regards to technical matters within each sport. The Technical Delegate will also Chair the Jury of Appeal.
- 5.2. INAS Sport Director
 - 5.2.1 The INAS Sport Director will attend the event and be the lead on all technical matters and will act as the highest authority with regards to technical decisions. The Sport Director is to arrive not less than 1 full day prior to any Training sessions.
 - 5.2.2 The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and per diem expenses of the INAS Sport Director or their nominated representative.
- 5.3. INAS Official Representative
 - 5.3.1 INAS will normally appoint an Official Representative - a member of the Governing Board - to the event.
 - 5.3.2 The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and per diem expenses of the Official Representative.
 - 5.3.3 The Official Representative will take final decisions on all matters except those that are of a sports technical nature (and in so far not put before the Accreditation Committee) as much as possible in consultation with the technical delegate, the organising committee and team leaders. They shall also chair the Accreditation Committee and take a prime role in all protocol matters.
- 5.4. INAS Sports Manager
 - 5.4.1 The INAS Sports Manager will normally attend INAS Championship events.
 - 5.4.2 The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and per diem expenses of the INAS Sports Manager or their nominated representative.
 - 5.4.3 The Sports Manager will be present at the event to support the Technical Delegate, Sport Director, Officials Representative and LOC where required and liaise with the teams and officials to support growth and development of the sport.
- 5.5. Technical Officials
 - 5.5.1 International Technical Officials (ITOs) should be appointed in conjunction with U.C.I. and INAS.
 - 5.5.2 The Referees, judges, timekeepers and other key officials should be U.C.I. qualified. However additional officials should hold a National Governing Body qualification as a minimum.
- 5.6. Sport Specific Volunteers

7.4 SPORT & INAS CHAMPIONSHIP SPECIFICATIONS - CYCLING

- 5.6.1 Trained sport specific volunteers should be recruited to directly support the delivery of the Championships.

6. Medical & Anti Doping

6.1. Medical

- 6.1.1 First aid and physiotherapy services must be made available for training and competition by the Organisers.
- 6.1.2 Local hospitals and health care centres are to be advised of the Championships
- 6.1.3 The LOC is to ensure that effective and qualified course officials are available at all training and competition venues throughout all planned periods of use

6.2. Doping Control

- 6.2.1 The INAS Championships are subject to doping control testing. Appropriate facilities must be provided by the LOC in accordance with INAS Anti-Doping Policy.
- 6.2.2 Any athlete requiring a Therapeutic Use Exemption (TUE) has to send an TUE applications to the INAS Anti-Doping Committee NOT LESS THAN 30 DAYS BEFORE COMPETITION to tue@INAS.org.

7. Event Operations

7.1. Accreditation

- 7.1.1 An accreditation system is to be developed for all athletes, team staff, event staff, volunteers, officials, guests, media and all other persons involved in the event. This should carry the persons photograph and details of their level of access.
- 7.1.2 An efficient system of presenting accreditation on arrival should be arranged.

7.2. Communication Plan

- 7.2.1 The LOC in discussion with the INAS Sport Director is to establish an operational Communication Plan for the event and provide the necessary radios and any other mobile devices. The plan is to cover the following elements as a minimum:
- Medical team (approximately 2 radios)
 - Security and Safety (approximately 4 radios)
 - Technical (including Officials) (approximately 3 radios)
 - Local Organising Committee (approximately 5 radios)

- 7.2.2 The LOC will require to establish an Information Centre at the venue where Schedules, Results and important information can be posted for Teams

7.3. Visas

SECTION 7: SPORT & CHAMPIONSHIP SPECIFICATIONS



7.4 SPORT & INAS CHAMPIONSHIP SPECIFICATIONS - CYCLING

- 7.3.1 Each competing nation is responsible for arranging for the necessary visas for their delegation. Where required the LOC will issue a letter of invitation to participating nations.
 - 7.3.2 The LOC is responsible for applying and paying for the necessary visas for all appointed technical officials. They must ensure that applications are submitted by any deadline set by the diplomatic/consular authorities of the country to be visited.
- 7.4. Transportation
- 7.4.1 Athletes/Team Officials – All competing nations are responsible for the booking and cost of travel to the designated port of entry for the event. The LOC must provide transport to and from the designated port of entry and the accommodation, training and competition venues.
 - 7.4.2 Traditionally athletes enter multiple Cycling events and as such will be on site for most of the day. Flexibility should be planned to allow for athletes not competing in multiple competitions to return to the accommodation during the day.
 - 7.4.3 The transport arrival point at the venue must be safe for athlete embarkation/disembarkation and must remain clear of all other vehicles and obstructions.
 - 7.4.4 Technical Officials - The schedule must guarantee that the Officials arrive on venue a minimum 30 minutes before the official start of the day's play.
- 7.5. Accommodation
- 7.5.1 It is normal for different standards of accommodation to be offered, however all accommodation should be of an appropriate standard and due care should be given to athlete welfare and protection issues. Accommodation for athletes, officials, volunteers and guests should be in the same general area but any media guests should be accommodated separately.
 - 7.5.2 Accommodation should be close to competition venues (no more than 30 minutes at peak traffic times) and include a number of accessible rooms.
- 7.6. Catering & refreshments
- 7.6.1 LOC's should provide all meals throughout the event including breakfast, lunch and evening meals ensuring religious/ethnic/cultural requirements and the nutritional requirements of athletes are observed.
 - 7.6.2 Sufficient bottled water should be available at all training and competition venues throughout the event.
- 7.7. Security
- 7.7.1 The LOC are responsible for ensuring security measures to guarantee the safe and peaceful delivery of the event. The LOC should undertake a risk assessment in consultation with the relevant national and local authorities.

7.4 SPORT & INAS CHAMPIONSHIP SPECIFICATIONS - CYCLING

8. Ceremonies, Guests & Social Programme

8.1. Ceremonies and Receptions

- 8.1.1 Ceremonies are an opportunity to welcome delegations and guests, to showcase national culture and to launch or close the event in a positive spirit and atmosphere. It is mandatory to include an opportunity to raise/lower the INAS flag and a welcome speech from or on behalf of the INAS President.
- 8.1.2 Careful consideration should be given to athlete welfare regarding the timing, location and length of the ceremony. It should be close to the accommodation venue.
- 8.1.3 Additional Receptions may be considered for key guests, VIP's and sponsors.

8.2. Guests

- 8.2.1 Organisers are required to provide a VIP Guest hospitality programme. Organisers are required to ensure an appropriate accommodation venue is available for guests, and if possible, access to transport, competition venues and any social programme.
- 8.2.2 The guest list should be developed in consultation with the Sport Director.
- 8.2.3 Guests will normally attend at their own expense.

8.3. Social programme

- 8.3.1 A social programme may also be offered to participants. However, it is important that the programme is sympathetic to the demands on elite athletes.

9. Branding, PR and Media

9.1. Branding and PR

- 9.1.1 The organisers are responsible for promoting the event in accordance with the branding guidelines set out in the INAS Handbook.
- 9.1.2 All venues should be fully branded with the INAS logo, and all printed materials, website and other marketing materials should ensure the INAS logo is prominent.

9.2. Event Website

- 9.2.1 The organisers must create and maintain an event website, containing key information about the event. An event photographer must be arranged together with video footage of competition.

9.3. Media

- 9.3.1 Press releases should create a positive message regarding the spirit of the event and maintain an athlete-centred approach. Copies of all press releases, news items, features, photos, videos and other media should be made available to INAS upon completion of the event.

7.4 SPORT & INAS CHAMPIONSHIP SPECIFICATIONS - CYCLING

9.3.2 LOC's should take advantage of social media opportunities, including Twitter and Facebook to promote the event, INAS, and sport for athletes with an intellectual disability.

9.4. Spectators & Ticketing

9.4.1 Event hosts should give careful consideration to how the event will be marketed to spectators, including arrangements for ticketing (whether paid or free tickets), and how spectator safety and enjoyment is carefully managed.

9.4.2 Tickets sales may be managed by the organisers or in conjunction with INAS. Free tickets might ensure a larger crowd, adding to the atmosphere at events, whilst levying a charge will generate income towards the delivery of the event. In all cases, a ticket-management procedure should be put in place (this can be managed through the INAS website).

9.4.3 Careful consideration should be given to how spectators will be managed within the venue including crowd safety, seating arrangements, commentary and public announcements, programme sales, access to refreshments and bathroom facilities, insurance, accreditation/access control, emergency planning.

10. Insurance, Finance & Contingency Planning

10.1. Event Hosting Fee

10.1.1 For INAS Championships an event hosting fee is payable to INAS within 1 month of the completion of the event. The amount will be confirmed annually by INAS.

10.2. Liability

10.2.1 The cost of hosting the event will entirely be met by the LOC and losses will not be underwritten by INAS.

10.2.2

10.3. Insurance

10.3.1 All Team Members are obliged to have their own travel and medical insurance for the duration of the Championships.

10.3.2 The LOC must provide public liability insurance and professional indemnity insurance for the event, and should consider cancellation insurance. INAS advises all LOC's to establish a clear cancellation policy and to publish this within the entry pack. Please contact INAS for advice regarding the minimum levels of cover needed.

10.4. Event Proceeds

10.4.1 Any financial surplus resulting from the hosting of the Championships will be distributed 50% to the LOC and 50% to INAS.

10.5. Emergency Planning

7.4 SPORT & INAS CHAMPIONSHIP SPECIFICATIONS - CYCLING

- 10.5.1 LOC's should develop clear emergency procedures in the event of a major accident or emergency at all accommodation and training venues. This includes protocols for managing the immediate situation, ensuring the support of emergency services, for liaison and coordination with INAS staff, and for management of media.
- 10.5.2 The plan should be developed in consultation with INAS and made available to key staff within the LOC.
- 10.6. Contingency Planning
- 10.6.1 Despite the very best planning, there will often be unforeseen circumstances that arise during the planning and delivery of a major event. It is important therefore that LOC's consider contingency and backup plans in respect of essential event areas to ensure successful delivery. Examples might include:
- Problems regarding venue and facility availability,
 - Loss of a key sponsor or income source
 - A power failure or loss of internet impeding communication
 - Accommodation availability problems
 - A key member of staff or volunteer falling ill

11. Post Event

- 11.1. Post Event Report
- 11.1.1 On completion of the event, the Organisers will provide a short report detailing an overview of the event and a full statement of income and expenditure.
- 11.2. Final Results
- 11.2.1 The Organisers will be responsible for providing the Secretariat with an electronic copy of the event results. This should be done daily, with a full copy of results on completion of the event.