

### 7.4 SPORT & VIRTUS CHAMPIONSHIP SPECIFICATIONS - CYCLING

---

#### SECTION 1: CYCLING SPORT SPECIFICATION

##### 1. Rules of Competition

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

##### 2. Rules of Track cycling

- Other than when prevented by circumstances beyond their control, all riders qualifying for the following round of the competition must participate or else they will be disqualified.
- A rider may not have the race stopped because of some irregularity of which he considers himself the victim.
- Unless otherwise provided, any rider having fallen or left the track to dismount from his bicycle, may accept help in remounting. He shall resume the race at the point where he left the track, and in the position he occupied before falling or leaving the track.
- The following shall be considered recognised mishaps: - a legitimate fall - a puncture - the breakage of an essential part of the bicycle.
- In each round of a standing start event, a team or a rider is only permitted two starts. One restart shall be given either in the result of a false start, or in the event of a mishap. A team or a rider which causes a further false start or suffer a further mishap in the qualifying round shall be eliminated (DNF). A team or a rider which causes a further false start or suffer a further mishap in the first competition round shall be relegated. A team or a rider which causes a further false start or suffer a further mishap during the finals loses the final.

##### 3. Road 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

##### 4. Track Disciplines

###### 200 metres Time Trial

A "200 metres Time Trial" shall take a flying start from the 200 metres line. Riders shall take the start in the order determined by the commissaires.

The distance to accomplish including the momentum and the 200 metres is fixed as follows, depending on the length of the track: -

250 metres track or smaller: 3.5 laps

285 metre tracks: 3.0 laps

333,33 metre track: 2.5 laps

400 metres track and longer: 2.0 laps.

### 7.4 SPORT & VIRTUS CHAMPIONSHIP SPECIFICATIONS - CYCLING

---

In case of dead heat, the riders concerned will be classified according to the best time in the last 100 metres. In the case that the last 100 metres time cannot be recorded or if the riders are still tied, the riders concerned will be classified by drawing lots.

In the case of a mishap, the rider shall take a new start.

Only one new start will be permitted.

#### **Individual Pursuit**

Two cyclists compete in a fixed distance. The riders start on opposite sides of the track. The winner is determined by either catching the other rider or recording the fastest time.

Races shall be run over: -

4 km for Men

3 km for Women

3 km for Junior Men

2 km for Junior Women.

This event shall be organised in two series:

1. The qualifying rounds to select the best 4 riders on the basis of their times.

2. The finals

The riders with the two best times shall ride off in the final for first and second place while the two others shall ride off in the final for third and fourth places. For the qualifying rounds the commissaires shall make up each match from riders presumed to be of equal ability, but without matching the two presumed to be the best. During the qualifying rounds account shall be taken solely of times. If a rider is caught, he must finish the distance to have a time recorded. A caught rider may not ride in the slipstream of his opponent, nor pass him, on pain of disqualification.

Similarly, the catching rider may not ride in the slipstream of his opponent, on pain of disqualification.

In a race between two of the four best riders (finals), if one rider catches the other the race is deemed to have finished.

A rider is considered to have been caught at the point that the chainset on his opponent's bicycle draws level with that on his own bicycle.

Should a rider fail to take the start of a final, his opponent is declared the winner.

A rider failing to start the final for 1st and 2nd places shall be placed 2nd;

A rider failing to start the final for 3rd and 4th places shall be placed 4th. If the reason for failing to ride is not accepted, the absent rider shall be disqualified, and his place shall remain vacant.

In the event that riders record the same times, the rider who records the best time for the final lap shall be declared the winner

At the start the two riders shall be positioned at diametrically opposite points on the track.

A lap counter and a bell shall be set up at each rider's finish line.

At the start, each rider shall be held in a starting block.

The start shall be taken on the inside edge of the track.

Riders starting point:

a) for the qualifying rounds, the commissaires shall determine the starting point for each rider.

### 7.4 SPORT & VIRTUS CHAMPIONSHIP SPECIFICATIONS - CYCLING

---

b) in the final, the rider who has in the previous round recorded the best time shall finish in front of the main grandstand.

The starter shall stop the race with a double pistol shot in the event of a false start or of a mishap. The race will then be restarted

During the finals, a pistol shot shall mark the end of the race at the moment on which each rider crosses his finish line at full distance or at the moment that one rider catches the other.

**Mishaps**

**Qualifying rounds:** In the first half-lap, in the event of a mishap, the race is stopped and restarted immediately. After the first half-lap the race shall not be stopped. A rider who is the victim of a mishap shall be permitted to ride again at the end of the qualifying rounds (either alone against the watch or matched against another rider in the same situation).

**Finals:** In the event of a mishap in the first half-lap, the race shall be stopped and restarted immediately by both riders. After the first half-lap no mishap will be taken into consideration. The rider that suffers a mishap shall be considered beaten in finals

#### **Kilometre and 500 metres Time Trial**

The race known as the «kilometre» or «500 metres» race respectively is an individual time trial race with a standing start.

The starting order shall be set by commissaires and can be ridden directly as a final.

In the case of a draw, the rider who records the best time for the final lap shall be declared the winner. The rider shall be held at the start by a starting block

The start shall be taken on the inside edge of the track.

**Mishap**

In the event of a mishap, where practicable, the other rider shall continue. The starter shall not stop the race unless the track is obstructed. The affected rider(s) shall take a new start, if allowed, at the end or at a suitable time as decided by the Commissaires' Panel. A rider suffering a second mishap during a subsequent ride shall be eliminated (DNF).

A rider suffering a second mishap during a subsequent ride shall be considered beaten.

#### **Team Sprint**

The Team Sprint is a race with two opposing teams, each of whose riders shall lead for one lap.

The event is run over three laps of a track by teams of three riders.

In the qualifying rounds, teams shall ride against the clock. Depending on the number of entered teams, the Commissaires' Panel may decide to run qualifying rounds with two teams in each heat.

**The finals -** The four winning teams from the first competition round shall dispute the finals. The teams having made the two best times shall ride the final for first and second places and the other two teams shall ride the final for third and fourth places. Teams beaten during the first competition round shall be placed fifth to eighth according to their times at that stage of the competition

In case of a draw, the best time made during the last lap shall decide.

If a team declares forfeit in a final, it shall not be replaced. The other team shall be declared the winner. If the reason for which that team did not ride is not accepted, the absent team shall be disqualified

The composition of a team may be modified from one heat to another.

An incomplete team may not take the start.

**Preparation of the track -** The blue band shall be made impassable on both sides of the track by the placing of three 50 cm long pads of a synthetic material at 5 meters, at 10 meters and at 15 meters from the pursuit lines. No other pads shall be placed on the blue band.

**Race procedure -** The start shall be taken in the middle of each straight. During the qualifying races, the place

### 7.4 SPORT & VIRTUS CHAMPIONSHIP SPECIFICATIONS - CYCLING

---

of each team shall be determined by the commissaires. Subsequently, the team having made the best time in the preceding stage of the competition, shall start in front of the main grandstand.

The riders of each team shall start side by side behind the start line. The lateral distance between riders shall be 1.5 metres. The rider, placed on the inside of the track, shall be held by a starting block and shall be the leading rider

The leading rider shall lead the first lap and move towards the outside of the track and then drop back to leave the track without hindering the other team. The rider that was in second position shall lead the following lap and then he shall drop out in the same manner. The third rider shall end the last lap alone. At the completion of his lap, the leading edge of the leading rider's front wheel must cross the pursuit line ahead of the leading edge of the front wheel of the following rider. Thereafter, the leading rider must draw aside immediately and ride above the sprinter's line no later than within 15 meters after the pursuit line. Pushing between members of the same team is strictly forbidden

#### Mishap

Qualifying rounds: In the event of a mishap, the team must restart at the end of the qualifying rounds. Any team which may have been hindered by a mishap to its opponents may, by decision of the Commissaires' Panel, be granted a restart at the end of the qualifying rounds.

Finals: In the event of a mishap the race shall be stopped and restarted immediately. After the first half-lap no mishap will be taken into consideration. In such a case, the team must stop and will be considered beaten in finals

#### Scratch

The Scratch Race is an individual race over a specified distance.

The races shall be held over the following distances:

Men 15 km

Women 10 km

Men Junior 10 km

Women Junior 7.5 km

#### Race procedure

A flying start shall be taken after one neutralised lap.

Riders overtaken by the main bunch may leave the track.

The final placings are determined during the final sprint, taking into account laps gained.

The race may be stopped in the case of a mass fall. The commissaires shall decide whether a fresh start shall be given for the complete distance or for the part of the distance remaining to be ridden from the positions at the moment of the fall.

### 7.4 SPORT & VIRTUS CHAMPIONSHIP SPECIFICATIONS - CYCLING

---

#### SECTION 2: VIRTUS CHAMPIONSHIP EVENT SPECIFICATION

##### Contents

<b>1. EVENT SPECIFICATION</b>	<b>7</b>
1.1. Event Title	7
1.2. Event Date	7
1.3. Rules	7
1.4. NF Sanctioning	7
1.5. Inspection Visit	7
1.6. Events	7
1.7. Event Timetable	7
<b>2. COMPETITION INFORMATION</b>	<b>8</b>
2.1. Competition Schedule	8
2.2. Entry Quotas	8
2.3. Event Viability Criteria	8
2.4. Medals & Ceremonies	8
2.5. Qualification Criteria	8
2.6. Entry Process	8
2.7. Entry fees	8
2.8. Technical Meeting	8
2.9. Team Composition & Delegations	9
2.10. Cycling Sport Equipment & Clothing Regulations	9
2.11. Track Specific Equipment Regulations	9
2.12. Communication	9
2.13. Results	9
<b>3. ELIGIBILITY &amp; CLASSIFICATION</b>	<b>9</b>
3.1. Eligibility	9
<b>4. VENUE</b>	<b>10</b>
4.1. Road Championships Facilities	10
4.2. Track Cycling Facilities	10
4.3. Training Facilities	10
<b>5. OFFICIALS, STAFFING &amp; VOLUNTEERS</b>	<b>10</b>
5.1. Technical Delegate	10
5.2. Virtus Sport Director	11
5.3. Virtus Official Representative	11
5.4. Virtus Sports Manager	11
5.5. Technical Officials	11
5.6. Sport Specific Volunteers	11
<b>6. MEDICAL &amp; ANTI DOPING</b>	<b>11</b>
6.1. Medical	11
6.2. Doping Control	11

### 7.4 SPORT & VIRTUS CHAMPIONSHIP SPECIFICATIONS - CYCLING

---

<b>7. EVENT OPERATIONS</b>	<b>11</b>
7.1. Accreditation	11
7.2. Communication Plan	12
7.3. Visas	12
7.4. Transportation	12
7.5. Accommodation	12
7.6. Catering & refreshments	12
7.7. Security	12
<b>8. CEREMONIES, GUESTS &amp; SOCIAL PROGRAMME</b>	<b>13</b>
8.1. Ceremonies and Receptions	13
8.2. Guests	13
8.3. Social programme	13
<b>9. BRANDING, PR AND MEDIA</b>	<b>13</b>
9.1. Branding and PR	13
9.2. Event Website	13
9.3. Media	13
9.4. Spectators & Ticketing	13
<b>10. INSURANCE, FINANCE &amp; CONTINGENCY PLANNING</b>	<b>13</b>
10.1. Event Hosting Fee	13
10.2. Liability	14
10.3. Insurance	14
10.4. Event Proceeds	14
10.5. Emergency Planning	14
10.6. Contingency Planning	14
<b>11. POST EVENT</b>	<b>14</b>
11.1. Post Event Report	14
11.2. Final Results	14

## 7.4 SPORT & VIRTUS CHAMPIONSHIP SPECIFICATIONS - CYCLING

### 1. Event Specification

#### 1.1. Event Title

For Virtus world championship events the title of the event is the “[Year] Virtus World Cycling Championships”, for example “2017 Virtus World Cycling Championships”.

For Virtus regional championship events the title of the event is the “[Year] Virtus Cycling Championships - [Region]” for example “2017 Virtus Cycling Championships - Asia”.

#### 1.2. Event Date

Virtus Cycling Championships will be scheduled according to the published Virtus event cycle.

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

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

#### 1.4. NF Sanctioning

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

The LOC will be supported by the Virtus Sport Director who will give advice and guidance throughout the planning and delivery processes. Further support will be given by the Virtus 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, Zoom, Google Hangouts or Webex) with the Sport Director not less than 10 months prior to the start of the event

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.

The LOC will be responsible for all costs relating to the visit including travel, accommodation and catering costs.

#### 1.6. Events

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

#### 1.7. Event Timetable

The competition will normally 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									

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

### 7.4 SPORT & VIRTUS CHAMPIONSHIP SPECIFICATIONS - CYCLING

---

The Opening Ceremony can also be held Day -1.

#### 2. Competition Information

##### 2.1. Competition Schedule

The Competition schedule should be planned in conjunction with the Virtus Sport Director with up to two sessions per day on track and two sessions per day on road.

##### 2.2. Entry Quotas

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

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

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

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

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

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

##### 2.5. Qualification Criteria

Entry is open to all Virtus Member Organisations in good standing.

Minimum qualification standards (MQS) will be published by Virtus ahead of each Championships.

##### 2.6. Entry Process

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.

For World Championships entry will be managed via the Virtus Sports Management system. The LOC will be given access to the system to manage entries and information.

For other events the Virtus 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.

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

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.

Sponsorship may be raised, in accordance with the guidelines set out in the Virtus Handbook.

A capitation fee (level to be determined by Virtus) must be added to the cost of the event and may not be used to cover the cost of the event.

Virtus may charge a small online entry fee to cover administration costs of the Virtus Sports Management System which will be agreed with the LOC and included in the entry fee.

Entry fees will normally be made in 3 separate payments:

- 30% at first entry deadline, payable to LOC and may be held as a deposit by organisers in accordance with the schedule below.
- 70% at final entry deadline, payable to the LOC.

Virtus advises all LOC's to establish a clear cancellation policy and to publish this within the entry pack.

##### 2.8. Technical Meeting



### 7.4 SPORT & VIRTUS CHAMPIONSHIP SPECIFICATIONS - CYCLING

---

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. 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

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. Cycling Sport Equipment & Clothing Regulations

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

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 30cm<sup>2</sup>)
- The emblem/logo of the Virtus Member Organisation (max 30cm<sup>2</sup>)

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

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

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

#### 2.11. Track Specific Equipment Regulations

No Pads are required in any events.

If riders wearing the same team clothing ride in the same race, they shall bear some item to distinguish them.

Riders may carry no object on them or on their bicycles that could drop onto the track. They may not bear or use on the track any music player or radio communication system. In addition, any electronic device with display (for instance speedometer or powermeter) must be hidden to that it cannot be read by the riders.

#### 2.12. Communication

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

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

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.

#### 2.13. Results

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.

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

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

## 3. Eligibility

### 3.1. Eligibility

### 7.4 SPORT & VIRTUS CHAMPIONSHIP SPECIFICATIONS - CYCLING

---

All national teams shall be eligible to participate, provided that their Member Organisation is in good standing with Virtus, and the entry is sanctioned by the National Member Organisation.

Virtus will manage the primary eligibility process and will regularly update the Virtus Master List. All athletes entering the event must appear as 'Active' on the Virtus Master List no later than the final entry deadline. Applications for new athletes must be submitted to Virtus at least 12 weeks before the start date of the competition.

Athletes who do not meet the qualifying criteria or do not appear on the Virtus Master List as 'Active' are not eligible for this event.

There is no 'guest' entry.

The LOC will be responsible for ensuring all athletes are eligible to compete. This includes:

- Appearance on the Virtus Master List no later than the final entry deadline (all athletes)
- All sports rules and regulations regarding minimum age, nationality etc (all athletes)

#### 4. Venue

##### 4.1. Road Championships Facilities

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.

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.

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. Track Cycling Facilities

The blue band does not form part of the racing surface of the track. If a rider rides on the blue band voluntarily, and if, in doing so, it is considered that the rider has obtained an advantage, the latter will be relegated or disqualified depending on the seriousness of the fault.

Any offence not specifically penalised and any unsporting behaviour shall be punished by a warning, indicated by a yellow flag, or by disqualification from the race, indicated by a red flag, according to the gravity of the fault. If a rider is relegated in the competition, that relegation may also carry with it a warning, depending on the gravity, intent and impact of the fault. A rider receiving a second warning, or being relegated for the third time, is disqualified. On each occasion the commissaires will indicate at the same time the race number of the faulting rider. The warning and disqualification are relative to one specific competition only.

The starter, located on the track centre, shall give the start by means a pistol shot. In cases where the start is to be taken from a starting block, the following procedure shall apply: the brakes of the machine shall be released by the electronic system that simultaneously triggers the chronometer. Once the bicycle has been fixed, a clock placed before the rider, counts down the last 50 seconds before the start.

In each round of a standing start event, a team or a rider is only permitted two starts. One restart shall be given either in the result of a false start, or in the event of a mishap. A team or a rider which causes a further false start or suffer a further mishap in the qualifying round shall be eliminated (DNF). A team or a rider which causes a further false start or suffer a further mishap in the first competition round shall be relegated. A team or a rider which causes a further false start or suffer a further mishap during the finals loses the final.

##### 4.3. Training Facilities

Training facilities must be available prior to and during championships.

#### 5. Officials, Staffing & Volunteers

##### 5.1. Technical Delegate

### 7.4 SPORT & VIRTUS CHAMPIONSHIP SPECIFICATIONS - CYCLING

---

The Virtus Sport Director or a member of the Virtus Cycling Committee 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. Virtus Technical Delegate

The Virtus Technical Delegate 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 Technical Delegate is to arrive not less than 1 full day prior to any Training sessions.

The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and per diem expenses of the Virtus Sport Director or their nominated representative.

#### 5.3. Virtus Official Representative

Virtus will normally appoint an Official Representative - a member of the Governing Board - to the event.

The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and per diem expenses of the Official Representative.

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. Virtus Sports Manager

The Virtus Sports Manager will normally attend Virtus Championship events.

The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and per diem expenses of the Virtus Sports Manager or their nominated representative.

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

International Technical Officials (ITOs) should be appointed in conjunction with U.C.I. and Virtus.

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

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

## 6. Medical & Anti Doping

### 6.1. Medical

First aid and physiotherapy services must be made available for training and competition by the Organisers.

Local hospitals and health care centres are to be advised of the Championships

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

The Virtus Championships are subject to doping control testing. Appropriate facilities must be provided by the LOC in accordance with Virtus Anti-Doping Policy.

Any athlete requiring a Therapeutic Use Exemption (TUE) has to send an TUE applications to the Virtus Anti-Doping Committee NOT LESS THAN 30 DAYS BEFORE COMPETITION to [tue@virtus.org](mailto:tue@virtus.org).

## 7. Event Operations

### 7.1. Accreditation

### 7.4 SPORT & VIRTUS CHAMPIONSHIP SPECIFICATIONS - CYCLING

---

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.

An efficient system of presenting accreditation on arrival should be arranged.

#### 7.2. Communication Plan

The LOC in discussion with the Virtus 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)

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

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.

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

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.

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.

The transport arrival point at the venue must be safe for athlete embarkation/disembarkation and must remain clear of all other vehicles and obstructions.

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

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.

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

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.

Sufficient bottled water should be available at all training and competition venues throughout the event.

#### 7.7. Security

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 & VIRTUS CHAMPIONSHIP SPECIFICATIONS - CYCLING

---

#### 8. Ceremonies, Guests & Social Programme

##### 8.1. Ceremonies and Receptions

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 Virtus flag and a welcome speech from or on behalf of the Virtus President.

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.

Additional Receptions may be considered for key guests, VIP's and sponsors.

##### 8.2. Guests

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.

The guest list should be developed in consultation with the Sport Director.

Guests will normally attend at their own expense.

##### 8.3. Social programme

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

The organisers are responsible for promoting the event in accordance with the branding guidelines set out in the Virtus Handbook.

All venues should be fully branded with the Virtus logo, and all printed materials, website and other marketing materials should ensure the Virtus logo is prominent.

##### 9.2. Event Website

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

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 Virtus upon completion of the event.

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

##### 9.4. Spectators & Ticketing

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.

Tickets sales may be managed by the organisers or in conjunction with Virtus. 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 Virtus website).

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

### 7.4 SPORT & VIRTUS CHAMPIONSHIP SPECIFICATIONS - CYCLING

---

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

#### 10.2. Liability

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

#### 10.3. Insurance

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

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

#### 10.4. Event Proceeds

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

#### 10.5. Emergency Planning

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 Virtus staff, and for management of media.

The plan should be developed in consultation with Virtus and made available to key staff within the LOC.

#### 10.6. Contingency Planning

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

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

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.