



In association with....



&



Div RR Hougue Bie Event Handbook

Organising Team Roles & Responsibilities

Organising Team

Tony Williams	Event Co-ordinator
Carol Harris	Rider Sign On & Marshal Co-ordinator
Jason Stratford	Time Keepers
Japes Lecrivan	First Aider
Graham Howgate	Course Closure ~ Gear Checks

Event Co-ordinator

Ensure the safe and smooth running of the event
Pre-event risk assessment, signage & contact with relevant stakeholders
Receive pre-event marshal confirmation of their post position and briefing document

Rider Sign On

Ensure riders are given a race number corresponding with their registration
Ensure riders are aware of their responsibilities and obligations ~ sign on desk flyer
Ensure junior and youth riders are directed to scrutineering to have their cycles checked
Encourage riders to drop a pound in the charity tin!

Marshal Co-ordinator

Ensure all marshals sign on and their bib number corresponds to their sign on
Direct them to their marshal's post and inform them not to stand down until told to do so
Follow last rider in course car and (if safe to do so) recover marshal bibs as you go

Start Line Time Keepers

Set riders off at appropriate intervals according to their start numbers
Keep a record of lap times and ensure lap boards reflect correct count down number

Finish Line Time Keepers

Synchronise the starting of watches with the Start Line Officials
Record all riders' times/positions as they cross the finish line
Tabulate results to announce at race end
Present results sheets to Event Co-ordinator for publication

Start & Finish Line Marshals

Ensure safety of all road users is maintained at all times
Ensure roads are kept clear and traffic disruption is minimised
Prevent riders "milling" around the start and finish
Keep all TT riders waiting to start in single file to the left of the carriageway

First Aider

Will, where possible, act as first responder should an incident occur
Administer first aid within the framework of their capability
Liase with ambulance service and/or 999 operator, should the need arise

Course Closure

Follow, at a safe and respectable distance, the last rider around the course
Inform marshals to stand down, being mindful that riders may pass some junctions twice!
Collect, without obstructing the road, any signs laid out for the event and marshals bibs

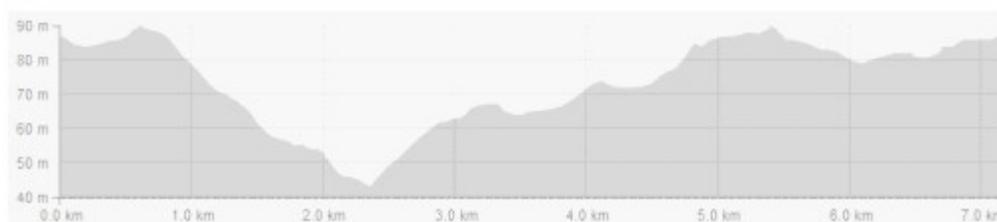
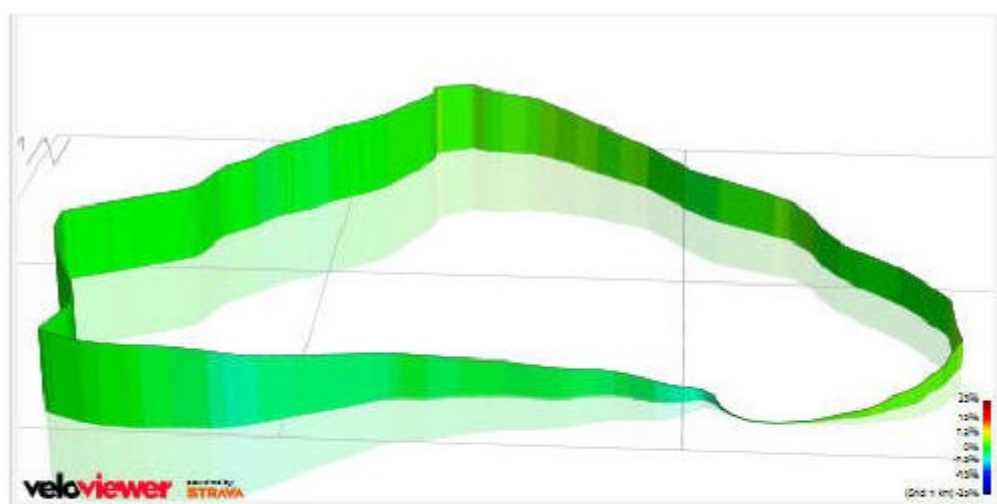
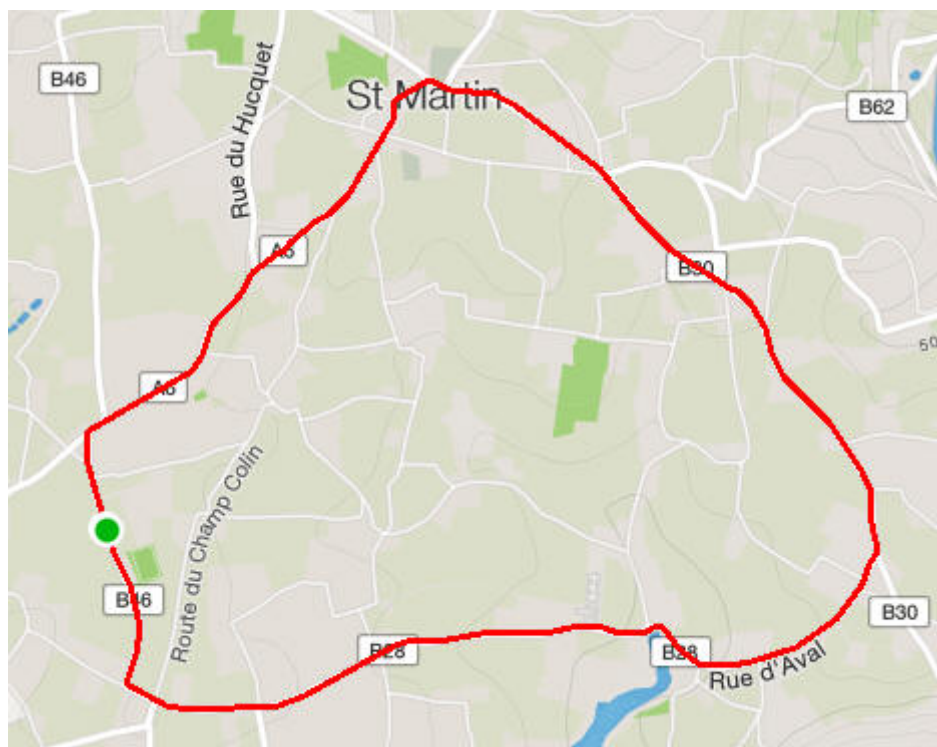
Event Details

Organisers	Equipe Flamme Rouge
Date	31 st July 2016
Location	Hougue Bie Circuit (anti-clockwise)
Event	Divisional Road Race on Risk Assessed Course Div 1 & 2 (20 max) 8 laps ~ 57 km Div 3 & 4 (20 max) 6 laps ~ 43 km Maximum riders on course 40
Race HQ & Start	Rue du Trot, St Martin
Event Mobile Number	Will be displayed at Race Desk
Timings	Number Collection opens at 6:45 am Number Collection closes at 7:05 All Riders to Start Line at 7:10 Event Duration; approx 90 minutes

Event Format

Divisional Road Race with an "unofficial" Team Category listing
Four rider per team, per race. Pre-entered Island Games riders given priority

Circuit Details ~ Hougue Bie



Race HQ at Rue du Trot, St Martin (at Farm Entrance)

Lap Distance	7.1 km	
Lap Elevation	65 m	
Approx Lap Time	11 mins	
Strava KOM	Men ~ 10:01	Women ~ 10:35

Route Details and GPX file can be found here... <https://www.strava.com/routes/5888324>

Risk Assessment & Documentation

Event

Hougue Bie Road Race

Points of Contact

To be informed fourteen to ten days prior to event...

St Martin Public Hall

Points of Consideration

Cars parked on near side at start/finish line approach, and at St Martin's Garage.

Supplementary Risk Assessment

RA	Km	Risk	Prob	HL	Issue	Counter Measure	S	MP
1	0.0	L	L		Riders grouped at start	Finish Line Marshal	CS	★
2	0.6	M	L		Double Junction (Main Road)	Marshal & Signage	CS	★
3	0.9	L	L		Double Junction (Minor Road)	Signage	CS	
4	1.3	L	L		Double Junction (Minor Road)	Signage	CS	
5	2.1	M	L		Blind Approach to Corner	Warning Marshal		★
6	2.2	M	L		Rue Julian Corner (Blind)	Marshal & Signage	CS	★
7	3.1	H	M		Left Turn; Crossing Yellow Line	Marshal & Signage	CS	★
8	4.6	L	L		Double Junction (Minor Road)	Signage	CS	
9	5.2	L	L		Double Junction (Minor Road)	Signage	CS	
10	5.3	H	H		Church/Shop Junction	Marshal & Signage	CS	★
11	5.5	L	L		Double Junction (Minor Road)	Marshal & Signage	CS	★
12	6.0	L	L		Open Junction (Hucquet)	Marshal (poss) & Signage	CS	★
13	6.1	L	L		Flamme Rouge (Bus Stop)		▼	
14	6.7	M	L		Junction (Main Road)	Marshal & Signage	CS	★
15	6.8	M	L		Left Turn (Traffic Island)	Marshal & Signage	CS	★
16	6.9	M	L		Cars Parked on finish straight	Riders Briefing		
17	7.1	H	L		Finish Line (Oncoming Traffic)	Marshal & Signage	CS	

Risk Table Key

RA Risk Assessment ID

KM Kilometres from start line

Risk Perceived level of risk

Prob Perceived level of probability

HL Perceived Hazard Level

Issue

Counter Measure

S

★ or ★

▼

Perceived Concern

Mitigation to reduce HL to low

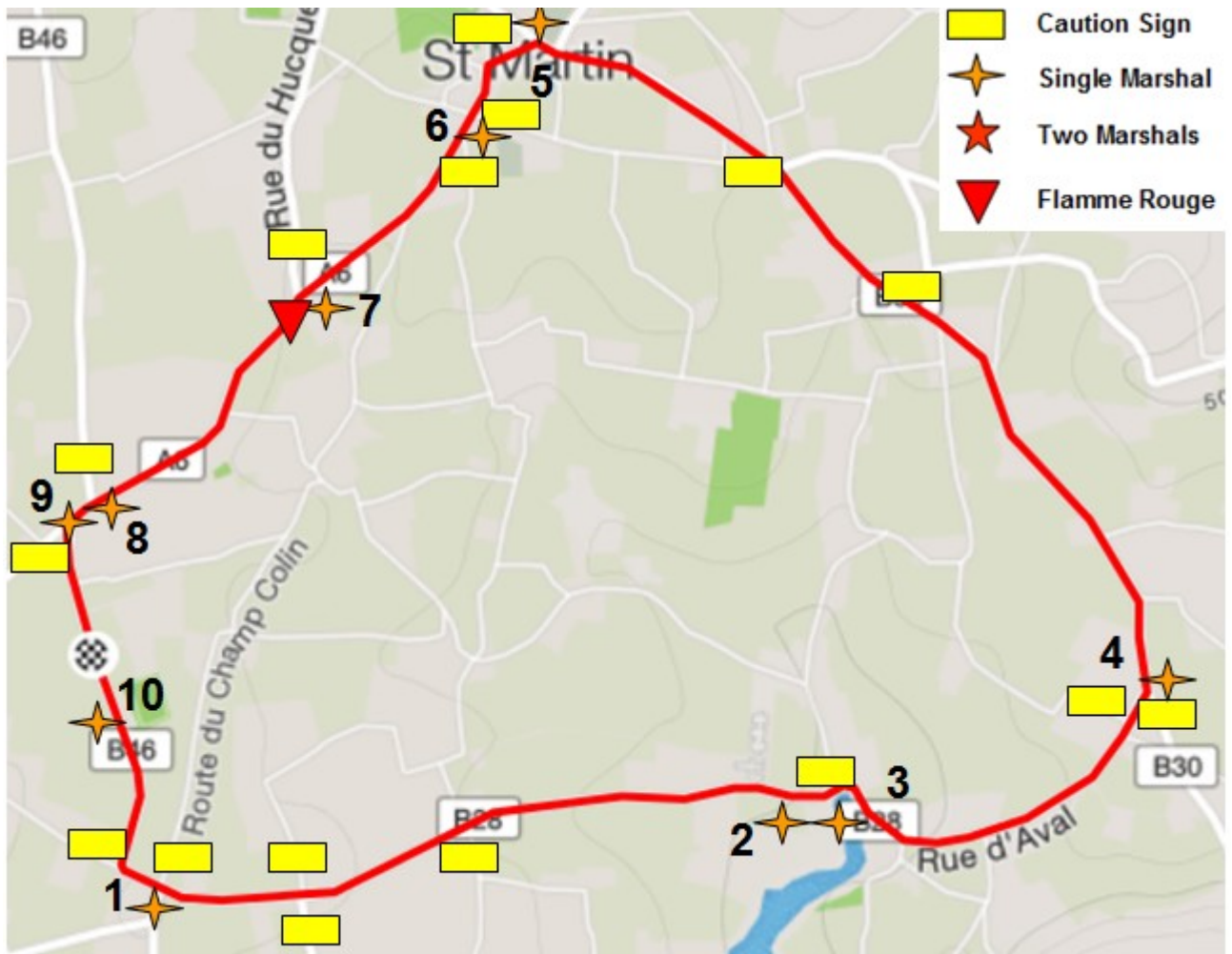
Caution Sign

Single or Double Marshal Post

Flamme Rouge Marker

On the Day Notes...

Marshal Posts & Caution Signage



Post	Station	Caution Signage	
1	Route du Champ Colin	Champ Colin Approach	Tower Hamlet Junction
2	Entrance to the dip	Le Catillon Junction	Open view of main road
3	Opposite Rue St Julian (Dip)	Carrefour au Clerq	Rue de La Chouquerrerie
4	Top of Ransom's Climb	Grouville Hill Crest	Blind Junction at "lay-by"
5	St Martin's Church Junction	Rue de la Genestiere	Approaching Shop & Church
6	La Longe Rue (Church)	La Longe Rue	Opposite Blind Junction
7	Rue du Hucquet	Rue du Hucquet	Flamme Rouge (Bus Stop)
8	Route de Maufant	Route de Maufant Junction	
9	Midland Store Corner	Main Road before Junction	
10	Start/Finish Line	One Way Rd Finish Straight	Rue des Pigneaux (First Corner)

On the Day Notes...

Emergency Mobile ~ 077 977 211 54

Riders' Briefing

Main Safety Considerations

You are not **on closed roads** ~ there will be vehicle traffic and other road users present

There is a blind approach to Rue St Julian (at the dip) ~ **STAY WIDE on this left hand corner**

But do not stray to the white line, as a right hand corner immediately follows for the climb

At the crest you cross a **yellow line**, at which you are obliged to give way; be prepared to do so

There are **shops and churches on this course**, be prepared to give way and/or stop for traffic

Upon **event completion, CONTINUE to the AmDram Centre and turn there safely**

Road Usage Information

The marshals' main purpose is purely to indicate riders' direction of travel

Their secondary purpose is to inform other road users and maintain a safe environment

You are, at all times, responsible for your own actions, or inactions; do not take risks

Ride and behave in a courteous manner, respecting the rights of other road users

At all times stay as far left as it is safe to do so

If involved in an incident of any sort, with another road user, immediately inform the organiser

Additional Important Information

At all times British Cycling's Code of Conduct and the normal Rules of the Road apply

Abuse of marshals, verbal or otherwise, will result in disqualification

Under no circumstances whatsoever, approach timekeepers until times/positions are posted

This circuit has a **40 rider, risk assessed, limit** (+/-10% at organisers discretion)

Numbers to be pinned centre of lower back and low enough to be read at road level!

If the timekeeper can't see your number they can't give you a position

Riders with folded numbers will be disqualified ~ **sponsors name must be visible**

Riders' Sign On Statement...

By signing this entry form, I declare that I have read and understood the separate riders' briefing statement (above). I understand and agree that I participate in this event entirely at my own risk, and that I will rely solely on my own ability in dealing with all hazards as they arise; riding in a manner which is safe to myself and others.

I am aware that I am riding on an open, risk-assessed, public highway and the function of the marshals is only to indicate my direction of travel. I understand and agree that all foreseeable actions have been taken to reduce risks to that of normally using the road at any normal time.

I further agree that, when voluntarily taking part in this event, no liability whatsoever, or howsoever caused, shall attach to the promoter, the organising team, race sponsor or the JCA, in respect of any injury, loss or damage suffered to me, or by me.

I further declare that **I have not consumed any prohibited performance enhancing substances, or partaken in any practices** deemed to break the British Cycling, Cycling Time Trials, UK Anti-Doping or World Anti Doping Agency codes.

Event Partners



Normans has been a major part of Jersey's commercial life for 175 years. The company started in 1840 as a cooper then developed as a successful family concern to become the Island's premier builders' and agricultural merchants.

Normans are now part of [Saint-Gobain](#), one of the world's top 100 industrial corporations, with sales of over 40 billion euros and a global workforce of over 190,000 in 64 countries. Locally, Normans continues to provide excellent on-island service through the added advantages of its huge international connections.

Normans provide materials and equipment support to our team and is our title sponsor for the Normans 2016 Five Mile Time Trial Series; details of which will be announced later in the year.



Age Concern Jersey is a Jersey based charity that both supports the elderly in the community and also campaigns on their behalf.

Age Concern Jersey receives no financial support from the States of Jersey for the administrative operation of the charity and relies totally on the generosity of the local community to support our work.

At the Race HQ you will see a collection tin for this charity that, naturally and ultimately, will concern us all. **Normans have kindly offered to double whatever we collect throughout the year.** So please, if you can spare it, feel free to drop a pound coin in to the tin, to help those that have helped us all in the past.

Thank you...

Youth Gear Restrictions

All youth riders will be required to abide by the British Cycling gear restrictions as laid out below. They must present their bikes for inspection **before signing on and immediately upon the conclusion of their ride.**

Bikes will be checked, **before sign-on**, using the "roll-out" method. It is the responsibility of the accompanying parent (or responsible adult) to make the changes to the bicycle should it need it.

Any bike unable to be restricted will not be allowed to start; any bike not conforming to the restriction at the end of the event will have their time/position voided.

Tech Reg 3.3

British Cycling Rule book, Technical Regulations for Road, Track & Roller Racing.

In all events other than under the provisions of 3.3.3, Youth category riders shall be restricted to maximum gears as shown in the following table...

Category		Road Racing	Track Racing	Roller Racing
Junior	Under 18	7.93m	n/a	n/a
Youth A	Under 16	6.93m	6.93m	7.93m
Youth B	Under 14	6.45m	6.45m	7.4m
Youth C	Under 12	6.05m	6.05m	6.94m
Youth D	Under 10	5.4 metres for all events		
Youth E	Under 8	5.1 metres for all events		

Gear Checking Procedure

Performing a roll out...

- Ensure the dedicated gear measuring template is in place and secure
- Select the highest gearing combination on the bike
- Ensure tyres are at race inflation
- Place crank at bottom dead centre at the start of the measuring point
- Roll the bike backwards in a straight line **for one full revolution of the crank**
- Ensure the bike is within the distance indicated in the table above
- If it is, rider can sign on, if not, **riders' accompanying adult**, should make adjustments
- At end of event, re-check and validate restriction still in place
- If it is, no further action; if it isn't report infraction to race organiser
- Race organiser to disqualify rider, time/position to be voided
- Report breach of regulations to JCA/JCAYA

Incident Record Sheet

This form should be used to record as much pertinent information as possible should injury, illness or property damage be sustained by any party during an EFR organised event. It should also be used to document incidents, or potential incidents, that can be used as positive feedback to the team and/or the JCA to improve event organisation and/or the safety of riders, other road users, or the public, during future events.

Event Name		Date & Time	
Organiser	Names & Contact Numbers		
Incident Location			
Individuals Concerned			
Witness Names & Contact Numbers			
Document Any Medical Attention Given or Required	If refused by rider, document here assistance offered	Rider must sign disclaimer here	
Document Available Photo or Video Evidence	Names & Contact Numbers	Names & Contact Numbers	
Blue Light Services Requested?		Actions Taken	

Important Points

If possible, use as many of the technology tools at your disposal to do the following...

- Record statements on smart phone voice recorder
- Take pictures and/or video evidence on smart phone or other devices
- If rider is involved get British Cycling membership level (insurance purposes?)
- If a rider is involved, document their race number
- If a vehicle is involved, the **police must be called**
- **Do not (allow) or move vehicles until ordered to do so**
- Take vehicle make, model and registration number
- Do not allow anyone to consume alcohol after the incident
- If "our" insurance details are required, the certificate is at the back of the Event Handbook
- If a helmet is damaged, rider must **be taken** to A & E or ambulance called
- If rider refuses medical attention, they must sign disclaimer and report presented to JCA
- Use the back of this page if more space is reqd, to keep all information in one place

Public Liability Insurance



Endorsement Schedule

Insured	Equipe Flamme Rouge
Date of Issue	15 February 2017
Issue Reason	Renewal Quotation
Policy Number	ADV10005462D

The following endorsements and warranties form part of the terms and conditions of the above numbered policy and should be read in conjunction with the policy wording.

All other policy terms and conditions remain unaltered.

Race Organiser Liability

Applicable to Section 9

Liability under this policy is extended to cover Damage or Bodily Injury occurred in respect of races and events organised by the Insured including the use of motor vehicles being used to forewarn members of the public in respect of oncoming riders.

Provided that the Underwriter shall not provide indemnity against liability

(i) in respect of which compulsory insurance or security is required under any legislation governing the use of the vehicle, or

(ii) for which indemnity is provided by any other insurance.

All other policy terms and conditions remain unaltered.

UK Anti-Doping Agency Information

WHAT IS ANTI-DOPING?

What is anti-doping?

Anti-doping is about ensuring all athletes have available to them the knowledge, behaviours and resources to prevent an anti-doping rule violation and protect the integrity of sport.

Responsibility

Strict liability: You are responsible for any banned substance found in your system, no matter how it got there or whether or not you had an intention to cheat.

What are your responsibilities?

You must:

- know, and comply with the anti-doping rules
- stay up to date with the latest Prohibited List
- check any medication before you take it
- tell your doctor and other support personnel that your medication must comply with the Prohibited List
- have a Therapeutic Use Exemption (TUE) in place if required
- make yourself available for testing
- keep your Whereabouts accurate and up to date at all times, if you are required to provide them.



GLOBAL DRO AND CHECKING MEDICATION



Before taking any medication, **you must** check it on Global DRO (Global Drug Reference Online). Global DRO is an online service that allows you to check the status of a licensed medication bought in the UK, USA or Canada.

Remember: you cannot use Global DRO to check herbal remedies or supplements.

Check your medication at www.globaldro.co.uk.

Tell medical personnel you're a competing athlete. **Check** all medications yourself. **Ask** for reassurance on decisions you make.

KEEPING SPORT CLEAN

We all have a responsibility to help keep sport clean and protect its integrity. If you see anything suspicious or know of any doping-related activities, please call us in confidence on **08000 32 23 32**.

If you feel uncomfortable talking to someone, please complete the online form at <https://secure.crimestoppers-uk.org/ukad/>. Any information is critical.

Why you should?

- This could mean a selection place for you, or not.
- This could mean standing on the podium and hearing the national anthem played for you as you receive your medal, or receiving your medal in the post.
- This could mean a sponsorship deal for you, or not.

If you don't want someone to steal what is rightly yours then make the call.

CTT Doping Control Awareness Notice

At the request of the CTT organising clubs have been asked to display this notice at all CTT events. **This is not a CTT event**, but if you are competing off island, you should be aware of this notice and the ramifications of not paying attention to it!

This event may be subject to a Doping Control **It is your responsibility to check**

As soon as you have finished you should return to the event HQ as it is **your responsibility to check** if you are required for Doping Control

Race numbers required for Doping Control will be displayed at the HQ adjacent to the result board

If your number is displayed you should report immediately to Doping Control which will be nearby

Remember, it is up to you to check and ensure that you comply

If required you must report to Doping Control after finishing without delay



EFR Marshals' Sign On Sheet Hougue Bie ~ 11th June 2017

I declare, and understand from the email sent to me, that I am marshalling this event as part of my contribution to local cycle racing. I fully understand my responsibilities and obligations; which are laid out as a synopsis below.

We are not on closed roads and you are not entitled to stop traffic. **Your main responsibility, and duty of care, is the safety of yourself, the riders and other road users.** You are responsible for your own actions and should at all times be aware of your surroundings and environment.

It is the rider's responsibility to obey the rules of the road, and/or your instructions should you indicate them to stop or give way. If an incident should occur, or a member of the public wishes to discuss the event, please refer them directly to the event HQ and/or organiser.

It is not acceptable for a marshal to be using a music headset or mobile phone (except to report an incident) when marshalling an event on open roads. **It is further unacceptable** for a marshal to receive abuse, verbal or otherwise, from any rider. Any abuse must be reported to the organiser as soon as possible after the event, to ensure it is dealt with in the appropriate manner.

You will be given formal indication of when to stand down and leave your post. At the end of the event, please ensure you return your marshals jacket to the race organiser.

Bib #	Station	Name	Signature	Bib In
1	Route du Champ Colin			
2	Entrance to the dip			
3	Opposite Rue St Julian (Dip)			
4	Top of Ransom's Climb			
5	St Martin's Church Junction			
6	La Longe Rue (Church)			
7	Rue du Hucquet			
8	Route de Maufant			
9	Maufant Corner			
10	Start/Finish Line			

On the Day Notes...

Emergency Mobile ~ _____