

REGIONAL ROAD RACE CONVOY DRIVING



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RACING

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Race Convoy

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This document is an abridged version of the ConvoyCraft guidance written by British Cycling's officials education department © British Cycling 2018

The need for this guidance

Driving to agreed expectations will help to minimise the risk to cyclists and spectators by providing clarity, minimising confusion or differences, and thereby enhance the image and reputation of the sport.

The principles and best-practice defined in ConvoyCraft provide an agreed and recognised level of driving for all drivers in British Cycling road race events.

Throughout, the term 'drivers' refers to drivers of all vehicles and motorcycles in a road race convoy.

Drivers are responsible for the vehicles they drive and shall act in accordance with this guidance as well as instructions given by commissaires and other officials at an event. Drivers who fail to follow the regulations or instructions can be penalised.

The rules of cycle racing on the road are defined in the British Cycling Handbook.

What do I need to know?

The key objectives that apply to all drivers are listed below.

- Drivers should always follow the Highway Code, penalties for breaking driving laws could always be applied (even on closed roads).
- No race situation, no matter how urgent, warrants taking risks which endanger themselves or others.
- There are many unpredictable hazards on the roads, eg the public, spectators, children, animals, obstructions on the racing line (which maybe different to the normal driving line).
- Drivers are responsible for their own behaviour, the vehicle, their welfare, and their preparation for driving in a race convoy.
- Drivers need to be aware of; the race situation; what is happening all around their vehicle; and how their positioning or manoeuvres affect those around them.
- Drivers need to have fully read and understood the driver guidelines to ensure they understand how a convoy operates, including knowing who's who in the convoy, what each role does, and when they need to do it.
- Always follow the directions of commissaires (or their officials) as their word is final in running of a race.

Regional level road race driver guidance

This guide assumes that regional level races are on open roads with standard highway conditions.

As the majority of road races are at this level, this is an abridged and simplified version of the ConvoyCraft guidance which has been edited for new convoy drivers at regional level, the full guidance can be found at britishcycling.org.uk/convoydriver

Race Smart – an introduction to road racing

Race Smart promotes responsible road racing on Britain's roads. It was created to promote good habits and positive behaviours of road racing riders. It is also a great introduction to the sport for those who are new to it, or wishing to brush-up on their knowledge in, the sport.

To view the film clips and for more information, please go to - britishcycling.org.uk/racesmart

SECTION I CONVOYCRAFT

ConvoyCraft

ConvoyCraft, the skills, awareness and understanding of road race convoy driving, are highlighted in the sections below.

■ Who does what and why?

A knowledgeable, safe, and considerate driver needs an appreciation of all the vehicles' roles in a road race convoy, as well as a good understanding of their own role.

- Road race vehicles
 - Motorcycle marshal (if present)
 - Lead cars
 - Chief commissaire car
 - Commissaire 2 car
 - Moto commissaire (if present)
 - Neutral service
 - Blackboard motorbike (if present)
 - First aid
 - Broom wagon (if present)

Regional convoy formation

Image 1 in the appendix shows an example make up of regional road race convoy at the start of the race. The exact order will be confirmed by the commissaire

Road race vehicles

Each of the usual convoy vehicles are detailed below; they are detailed in terms of role, position, expectations, and specific driving guidelines. It is impossible to fully appreciate how the convoy works without understanding how all the vehicles operate within the race bubble, so make sure you are aware of all the vehicles listed below.

Motorcycle marshal (if present)

- Trained and assessed motorbike marshals assist with the safety of road races on the public highway. The motorbike riders may be requested to assist with a road race, in providing a safe route for competitors, by providing advance-warning, assisting with the direction of the race, and complementing static marshals.
- Their role can also be to help the peloton navigate the course safely and to provide advance-warning of any hazards and obstacles the peloton may encounter.
- All vehicles should allow motorcycle marshals to pass them as they are required to resume their position at the front of the convoy.

Lead cars

- The race lead vehicle indicates the imminent arrival of the race. This vehicle acts as a safety precaution warning of the approach of the race.
- More than one vehicle performs this function, so when a gap between the break and the peloton becomes large enough, lead car 2 drops back into the gap in front of the peloton.
- Lead car 2 is the first car in the convoy at the start of the race. Once a breakaway group has a significant gap, lead car 2 can be instructed by the commissaires to wait by the side of the road until the peloton approaches where they will take up position in front of the peloton.
- The ideal gap between a lead car and the riders behind is one

that prevents non-race traffic from entering the space between the lead car and the riders, whilst not being too close as to obstruct or assist the riders. This gap may be larger if motos are present.

- If you are told to stop the race by the commissaires, do so in a safe manner as instructed by the commissaire. Any riders who pass you can be reported to the commissaires.

Commissaire driver

- A commissaire is cycling's version of a referee. They are driven behind the groups of riders to allow them to observe what is happening in the race.
- Commissaires should be driven by a driver to allow them to fully concentrate on observing the race.
- Drivers need to follow the commissaire's instructions, when it is safe to do so. They will tell you exactly where they want to be and when to get them there.
- At the finish, you may be required to drive through the finish line. Ensure you stop out of the way, so that you do not impede the actual finish of the event. The commissaire may want to stop to talk to the judges; remember to pick them up afterwards and return to the HQ.

Chief commissaire car

- The chief commissaire travels behind the peloton.
- As well as being responsible for ensuring fair and safe racing, the chief commissaire issues clear instructions to other members of the commissaire team and other officials.
- When positioning vehicles and permitting their movement, commissaires consider several issues regarding the race situation, eg:
 - The topography of the course (flat, winding, narrow, cobbled, approaching a climb or descent etc).
 - The weather conditions, which may lead to different approaches.
 - The time gaps between groups. Gaps are communicated in minutes and seconds as the actual distance between riders/groups may vary significantly depending on the race terrain.
- The chief commissaire (and other commissaires) also oversee the movement of vehicles in the convoy.

Commissaire 2 car

- The front commissaire (comm2) travels in front of the peloton at the start of the race and then takes up a position behind a break.
- Comm2 not only controls the head of the race, but also the movement of motorbikes and other vehicles in front of the race. They agree the positions of these vehicles whilst reading and anticipating the changing race situations.
- They travel directly in front of the peloton at the start of the race, but will move into the gap between any breaks and the bunch, if the gap is large enough.
- They take time gaps when the peloton is split and regularly communicate them via race radio as appropriate.

Moto commissaire (if present)

- The motorbike commissaire (moto comm) is a very useful additional resource to ensure the sporting control of an event. The moto comm acts under the direction of the chief commissaire.
- They have the advantage of increased mobility from being on a motorbike and can intervene in the race convoy where necessary.

Neutral service

- Neutral service assist with mechanical problems at the roadside enabling riders to continue in the race.
- Neutral service vehicles may carry spare wheels and bikes.
- These vehicles ensure that all riders have equality of treatment in case of mechanical problems.
- The neutral service vehicles are positioned in front of or behind the various groups of riders by commissaires depending on the circumstances and time gaps.

Blackboard motorbike (if present)

- The blackboard scribe writes the composition of the break and the time gaps between the various groups onto a blackboard.
- The motorbike approaches each group of riders, without hindering or assisting them, and shows them the information on the blackboard.
- The motorbike then returns to the front of the race to carry out further time checks as required.
- The blackboard moto drops back as far as the front few rows of riders in the peloton

First aid

- First aid cover will be required to travel in an independent vehicle at the rear of the race convoy.
- First aid is in radio contact with the chief commissaire.

Broom wagon (if present)

- The broom wagon is the last vehicle in the race convoy and therefore always travels behind the last rider in the race.
- It picks up any riders who have abandoned the race, retrieving their race numbers (proof of abandoning).
- This vehicle must always cross the finish line so they can hand over the race numbers to the finish judge and inform the chief commissaire of any race incidents.

■ Race and convoy movement

By its very nature a race is dynamic, and is constantly changing, so the convoy must adapt accordingly.

To understand how the race and convoy composition changes, drivers need to understand:

- Convoy composition in different scenarios
- Characteristics of how a road race convoy progresses as a bubble
- Factors that influence the race and its convoy

Convoy composition in different scenarios

The diagrams in appendix image 2 give examples of how commissaires may arrange the convoy as breakaway(s) form or are caught. Please note that motorcycle marshals are not shown on these drawings; motorcycle marshals can move back to fill gaps in the convoy if required, to try to maintain a line of sight between groups and help stop other vehicles from joining the convoy.

Characteristics of how a road race convoy progresses as a bubble

- Regional races take place on open roads with traffic on the roads travelling in both directions.
- Accredited marshals (static) – Traffic can be stopped legally and held at junctions by accredited marshals (AMs) to allow the race to pass through safely, see **Introduction to the roles in a race** for more details.
- 'Red flag' marshals (static) – Have a red flag and a whistle to warn the public and can support AMs.
- Peloton safety motos – Motorcycle marshals can also be safety marshals, using their flag/arms and whistle to warn riders in the race of hazards in the road.
- Motorcycle marshals – Moto marshals provide an advanced warning in front of the race. Motorcycle marshals may also drop back and fill gaps between a breakaway and the peloton to help prevent other traffic from coming into this space.
- CSAS – In some areas CSAS marshals operate. They are legally permitted to stop, control and direct traffic. Although they must be static to perform this role they can travel from junction to junction on their motorcycle or other vehicle.

Factors that influence the race and its convoy

Some of the factors that can influence the race and its convoy are considered in the table below.

Factors that can influence the race	Examples
The terrain and features of the course	Hills/climbs, flat course, changes in direction, sheltered/exposed
The weather	Wind, rain or wet roads, extreme temperatures
Race tactics	Individuals riding to their own strengths, a team riding for their leader
Commissaires and their control of the convoy	Permitting/restricting movement of vehicles in convoy
Hazards on the course	Traffic islands, tight corners, leaves on road, road surface/cobbles
The public and spectators	Cars on the road, spectators along the course, uncontrolled dogs

Safe and responsible driving

No race situation is so crucial that it warrants vehicle movement that presents escalated risk to spectators, riders or people in the convoy. This section covers the areas listed below.

Key skills and general expectations

To protect riders, the public, and others, you should follow the points below.

- Be alert to what's happening around you – spatial awareness should be 360 degrees.
- Be aware of how your actions and positioning affect those around you.
- Race awareness – be aware, and pay close attention to the race situation, and how it is developing.
- Anticipating the race – study the route and prepare for key points, towns, pinch-points, descents, climbs, etc.
- Awareness of the race rules and regulations.
- If practical, it is beneficial to drive the course in advance of the race.
- Understanding your role and the requirements to fulfil it as expected.
- Give riders space – riders can often travel faster than vehicles on descents.
- Expect the unexpected! eg the public, riders stopping with mechanicals.
- Position yourself appropriately in the convoy, and let others get to where they need to be.
- Always drive predictably, consistently and never erratically.
- Watch your speed – remember it's a bike race, not a car/moto race!

Assessment of risks whilst driving

Due to the nature of driving in a race convoy, all drivers should be conducting an ongoing dynamic assessment of the associated risks whilst driving.

Drivers should be asking themselves these questions:

- What can I see?
- What can't I see?
- What can I reasonably expect to happen?

General points/convoy etiquette

- Try to avoid passing riders on any descents, as the rider can go faster than vehicles – if you are in front of some riders before the descent, gain as much distance between you and them as possible.
- If you are asked/need to pass riders, only do so when it is safe. When passing, sound your horn in short repeated bursts.
- Driving past riders or the peloton – be proactive and confident, understand the race, know the route and do not rush.
- Use your mirrors more often than usual, keep an eye on the speed of riders and other vehicles. Remember, motorcycle marshals can come past you many times during the race.
- Ensure you know: when to overtake/when not to overtake/and when to abort and back off from overtaking.

The law of driving on open roads/closed roads

Legal aspects of driving in a road race convoy (open and closed roads):

- Drivers could always be prosecuted for 'dangerous driving'.
- Drivers could always be prosecuted for 'driving without due care and attention'.
- Seatbelts must always be worn – no exceptions.
- Do not use mobile phones whilst driving.

Drivers should only drive

To ensure that a driver can give their role full attention:

- Drivers should have only one role and that is to drive the vehicle safely.
- It is safer as concentration is not split between multiple tasks.

Speed limits

- Drivers could be prosecuted for speeding in all road races, open or closed.
- Drivers have been prosecuted for speeding in cycle races in the past.
- Inappropriate driving, including use of excessive speed, could also lead to prosecution for dangerous driving.

Route

- Understand the route and look for any pinch points, hazardous areas, etc.
- Appreciate the route and riders' lines; they may look unusual to a non-rider.

Driving through towns and villages

- Anticipate the unexpected from the public.
- Drive slower and be aware of:
 - street furniture
 - tight junctions and corners
 - other hazards

Road furniture

- Listen for the whistle, look for flags.
- Listen to race radio.
- Take special care through urban areas.

Public

- Always be courteous and friendly to other road users and spectators/the public.
- Beep horn on approach and when going through crowds to ensure spectators know you are approaching and step back.

Priority of vehicles

- 1) The riders
- 2) Commissaires and motorcycle marshals
- 3) Medical
- 4) Neutral service
- 5) Other technical vehicles

How close to drive to riders and other convoy vehicles

- Ideally, leave enough of a gap to the vehicle in front so that you could stop if needed to in the same lane.
- Always maintain a clear line of sight between the vehicles or riders ahead and behind – this helps prevent public non-race vehicles from pulling out into gaps.

Overtaking the peloton and vehicles

- Only overtake when it is safe to do so – consider riders, spectators, other vehicles, the road ahead.
- Only when you can see its clear – rolling road closures can never guarantee total closure.
- Overtaking should be on the right.
- When permitted by a commissaire and it is safe to do so, overtake with intent and certainty.
- Sound your horn in repeated bursts when overtaking – do not hold it on; it deafens, irritates and can distract.
- The speed differential between the two vehicles should not be more than 10mph – this is so you can adjust to match their speed easily and fit in between vehicles if needed.

When not to overtake

- If in doubt about overtaking – hold back.
- If overtaking becomes unsafe, abort the manoeuvre and drop back.
- Never overtake if you cannot see if it is clear – rolling road closures cannot be fool-proof
- Avoid overtaking on descents or on twisty roads

Driving in wind

On windy days, changes in direction, terrain, and the amount of shelter riders have, can influence the race situation and riders' movements. (see appendix, image 3)

Getting out of a gap safely

- When instructed by a commissaire to get out of a gap, they could instruct you to:
 - pull off the road and then re-join the convoy as directed.
 - move ahead of the group to get out of the way, then pull off the road and then rejoin the convoy as directed.

Punctures/replacing a wheel/bike and other mechanicals at road-side

- Riders pull across to left hand side.
- Drivers pull up behind the rider to protect them.
- Mechanic to service from left of car (safe side).

Neutralising a race (if necessary)

If the race is to be neutralised (an enforced pause in racing, for example, if there is an incident), the chief commissaire will:

- use the commissaires channel on the radio to inform the commissaire team that the race needs to be neutralised, and ensure they have up-to-date time checks and the composition of the groups.
- ask the vehicles in front of groups to get the neutralised flag ready to put out of the window on their command.
- if there is a moto commissaire, use them to assist in informing any small groups.
- communicate that the race is neutralised over the race radio.
- keep communicating developments over the race radio until the race can be restarted.

Stopping of a race (if necessary)

If the race needs to be stopped for any reason by the commissaires, a black flag will be shown from lead cars, following radio communications from the commissaires, similar to when neutralising a race as detailed above. The race, and convoy vehicles, slow to a stop as directed by the commissaires.

Peloton or break

- The peloton is defined as the main group, from a sporting perspective, near the front of the race.
- A break, or breakaway, is a group of riders who attack off the front of the peloton and establish a significant time gap in front of the peloton.

Accidents

In the event of a crash, priority should be given to medical vehicles and ambulances so they can attend casualties as soon as possible. If there is a crash in the break or peloton, follow the protocol below.

- Lead cars and commissaire 2 car do not stop at the crash. If present, a moto commissaire can remain at the accident to ensure sporting management.
- Commissaires will assess the crash and ensure the rider(s) are receiving attention from medics.
- All other vehicles give priority to the first aid vehicle.
- The first aid vehicle stops and protects the rider.

Effective communication

The importance of clear communication should not be underestimated, as it is crucial to the successful running of an event and during a race. Examples of these communications are listed below.

- Technical guide/event manual
- Briefings
- Radios
- Signals and warnings

For all these forms of communication to be effective, drivers need to be observing and listening to what's occurring around them.

Technical guide/event manual/pre-event information

The technical guide is a useful document for the drivers, riders, commissaires and all other people involved in the event as it will contain all the important information concerning the event, including the race route details.

Briefings

Pre-race briefing meeting(s) take place prior to the race start. Convoy formation, route information and driving guidance are included in this meeting information, including driving according to the Highway Code.

Expectations of each team member should be confirmed in respect of their role at the event, their position in the race convoy and communication with the chief commissaire. The radio channel for race information will also be confirmed.

Debriefings should also take place after the race to give feedback, thanks, and facilitate learning.

Radios

Race radio has a range of functions that are essential to the smooth running of the race. All vehicles to be used within the race convoy must be fitted with radio communication equipment. The system recommended by British Cycling is an analogue UHF system.

Radio usage and protocol

It is vital to remember that with two-way radio systems, whilst one user is transmitting no one else can speak. Two-way radios are also not secure. You should consider whether the transmission you are about to deliver is necessary, and who might hear it.

All users should follow the protocol below when using the radio:

- Consider who else will hear your transmission and use another means of communication (for example mobile phone) when relaying private or sensitive information.
- Do not speak whilst another radio user is speaking.
- Be aware of the situation of the race before transmitting on the radio, for example whilst a time check is running or on a descent after a climb.
- Allow a very brief pause after pressing the transmit button before speaking.
- Hold the microphone or radio approximately 10cm from mouth (motorcyclist may have microphone in their helmet).
- Speak at a normal conversational level and pace.
- Precede your message with who you are and who the message is for.
- If you are giving information that does not require a specific response, precede it with 'for information'.
- If you are about to give information that the recipient(s) will need to write down, forewarn them.
- Keep your message concise and to the point, do not use unnecessary words which will prolong your transmission.
- When giving numbers, give both the individual numbers and the composite, eg 'four seven...forty-seven'.
- If you are the recipient of information, acknowledge receipt so that the sender knows you have heard them.

Signals and warnings

In addition to the written and verbal communication mentioned above, the following forms of signals and warnings are also used.

Lights

- Headlights:
 - Dipped headlights should be used whatever the weather to ensure visibility and awareness of all vehicles.
 - Flashing headlights:
 - as in the Highway Code (same as use of horn), warns other road users of your presence
 - look, hazard/move forward/rider passing.
- Amber flashing lights:
 - Hazard warning lights should only be used when stationary.
 - Rooftop amber warning beacons may be used on cars.

Horns

- Horn should be repeatedly beeped; a horn held on is irritating to everyone, especially for riders if you are next to them.
- As in the Highway Code (same as flashing headlights); warns other road users of your presence.
- Can also be used to raise attention to others in the convoy to say:
 - "Look, hazard"
 - "Rider passing/coming back to peloton"
 - "I'm approaching/passing"

Signals

- All vehicles use their indicators as detailed in the Highway Code: turning, or moving to, left and right.
- Motorcycle signals.
 - Hand/arm raised in the air (left hand, as their right hand is on the bike's throttle/accelerator)
 - "Look, hazard"
 - Foot out (to other vehicles) – "pass me on that side" (eg right foot out – "pass by me on my right").
 - Pointing:
 - Downwards (like on a bike) – pointing out hazards on road; potholes, etc
 - To one side – "move over that way"/"I'm slotting into this gap"
 - Forwards – "move forwards"
 - Thumbs up/hand wave – acknowledgment/"thanks!"

Flags and signs (see appendix, image 4)

- Red flag (static marshals) – hazard/danger
- Yellow pennant flag (moto marshals):
 - hazard
 - move over in direction pointed by flag
- More flags are shown in image 4

Whistles – marshals

- Whistle – warning/"hazard – look!"

Signs on vehicles

Rooftop signs for cars, and screen blades for motorbikes, shall be issued and used as detailed in the British Cycling Handbook.

Note: No sirens or blue or red flashing lights. These are not permitted as they are reserved for emergency services.

■ We are all human

Ensure that you are fit to drive before starting, you should be both physically and mentally/emotionally fit to perform the task. If during the event you become unwell or unfit to continue, you should report this to the chief commissaire.

Fitness to drive

- Alcohol and drugs could be in the blood even in the morning after sleeping. This can be very dangerous and illegal, **don't risk it.**
- Tiredness can also reduce reaction times and make driving dangerous. Sleep can also be affected by a small amount of alcohol. Get a good night's sleep, you need to be fresh for the race.
- Poor health and illness can affect your ability to drive, don't drive if you are not fit to do so.
- Eyesight – have regular eye tests and wear your corrective eyewear as required.
- Driver attitude and over-confidence can be extremely dangerous in a race situation. Experienced convoy drivers don't take risks like inexperienced drivers.
Don't be tempted to take risks because you think:
 - "I know the course inside out, I drove here last year"
 - "I am sure I can do it, it will be OK, I have never had an accident in my life"
 - "I'm an ex-racer..."

Human factors

Human factors that can affect everyone's driving ability should never be underestimated. We have all seen other drivers' abilities affected by various causes; so we need to understand how our own ability to drive safely can be influenced and reduced.

The Police Foundation 'Roadcraft' book¹ states some human factors linked to driving risks as:

- Distraction due to multi-tasking.
- Driving stress.
- Operational stressors.
- Time pressure and purpose.
- 'Noble cause' risk taking.
- 'Red mist'.

Examples of how these factors could be issues in a cycle race are given below.

Distraction due to multi-tasking

Drivers can become distracted when dealing with other tasks; the demands of race radio(s), other technology, racing tasks, and passengers, can all impede a driver's ability to concentrate on driving and reaction to hazards.

Driving stress

The racing convoy can sometimes be a stressful environment; stress can impede a driver's judgment and decision-making ability, so you should try to acknowledge, and take steps to reduce, stress as much as possible.

Operational stressors

There can be additional stressors a driver may have to deal with in addition to driving the vehicle in a convoy. This additional stress could be caused by the below conditions.

- Changeable weather conditions.
- Specific racing events or situations – "If I do not get past here, I could get stuck here".
- Previous experiences which can trigger stress when similar situations are encountered.
- Other people/colleagues, relationships, or pressures can cause stress.

Time pressure and purpose

There can be times during a race when there is added urgency and time pressures to get to a position, and this is when drivers tend to take risks they otherwise would not. It is better to arrive late than to not arrive at all. No racing situation justifies risking someone's life.

'Noble cause' risk taking

Similarly, to time pressures above, it is not justifiable to risk injury or life for a noble cause, for example trying to justify taking a risk for a perceived greater cause or to help someone else.

¹ Mares, Coyne, Macdonald, The Police Foundation, "Roadcraft: The police driver's handbook", (The Stationery Office: London 2013) p.13

'Red mist'

Adrenalin rush can lead to 'tunnel-vision' where fixation on completing a goal takes over and other factors are not considered. This fixation can lead to blindness of hazards and an inability to assess risks appropriately.

Are you a good driver?

The Police Foundation 'Roadcraft'³ book identifies attitudes, abilities, and self-assessment as characteristics of good drivers.

It says, the qualities of a safe and competent driver are:

- Critical and honest self-awareness and understanding of your personal characteristics, attitudes and behaviour, which are necessary for safe driving.
- Taking action to keep identified risks to a minimum.
- Awareness of your own limitations and those of the vehicle and the road.
- Awareness of the risks inherent in particular road and traffic situations.
- Concentration and good observation.
- Continuously matching the vehicle's direction and speed to the changing conditions.
- Skilful use of vehicle controls.

This book also emphasises the importance of drivers in the public eye being exemplary drivers.

"Your attitude towards driving is noticed by members of the public and influences other drivers. If other drivers see you with a courteous attitude and an obvious concern for safety, they are more likely to behave in the same way."

The example set is especially important as the public's behaviour and driving attitude will be shown outside a race situation and on the open road with non-racing cyclists.

■ Anticipatory skills

Experienced drivers and officials often describe the development of a 'sixth sense' or 'the feel for the race' in terms of their ability to anticipate what might happen in a bike race, and therefore prepare to react to it, if and when it does happen. It is the knowledge and understanding of how racing and convoys work that enables this anticipation.

There is no substitute for experience, however knowledge gained in theory enables an understanding which can accelerate the learning of anticipatory skills.

It is also worth noting that no two bike races are the same, and preparation to react to the unexpected enables a quicker response when needed.

A forward-thinking driver should therefore be continually assessing risks, and considering what could happen, whilst driving. For more information please see the safe and responsible driving section.

SECTION 2

EXPECTATIONS

There are certain tasks and behaviours which form the basis for all events.

■ Typical event duties and what to expect

The table below shows typical tasks that need to be completed by drivers for an event in the four stages: prior to the event, before the start (on the day), during the race, and after the race.



■ Pre-event expectations (prior to the event day)

Preparing for the race, the tasks below should be completed.

- Prompt and clear communication with the event organiser prior to the event.
- Provide details requested to the event organiser in a timely fashion.
- Understand the British Cycling rules and regulations for road racing.
- Read this guide and understand the driving expectations.
- Prepare for the event day, know when and where you are needed, arrive fresh and in plenty of time.
- Be aware of drinking alcohol the night before – you could still be over the legal limit in the morning, don't risk it. Alcohol also disrupts sleep and can at least leave you tired in the morning.
- Ensure vehicle is clean and presentable.
- Vehicle must be fully road-worthy; eg have a valid MOT; check lights, tyres, wipers, etc.
- Ensure you have enough fuel for the whole day.
- Make sure you have your up-to-date British Cycling membership card with you.

■ Pre-race expectations (on the day of the race)

Event timing

- It is important to be punctual and ensure that you are in the right place at the right time.
- The organiser may have provided a run sheet in the event manual which everyone should try to stick to.
- If practical, it is beneficial to drive the course in advance of the race.

Sign-on and briefings

- Ensure you have your up-to-date British Cycling membership card with you to sign on.
- It is your responsibility to sign-on and attend briefings as appropriate; failure to do so could result in being excluded from the race.
- Briefings are crucial to ensure everyone understands their role as well as specific expectations and warnings relating to the race, route and other event specific information. There is more information regarding briefings in the Effective Communication section of this guide.

³ Mares, Coyne, Macdonald, The Police Foundation, "Roadcraft: The police driver's handbook", (The Stationery Office: London 2013) p.3

Driver-assist vehicle features

You should turn off any driver-assist / automatic-braking features your vehicle may have if they could cause your vehicle to brake sharply or unpredictably if a rider were to pass closely.

Welfare

Look after your own welfare during the event to maintain full driving ability.

- Carry food and drink with you.
- Make use of facilities when possible.
- Ensure you go to the toilet before racing starts!

For more information on managing and caring for yourself over the course of an event, see *We are all human*.

■ During the race (race start to finish)

All vehicles must have a race radio so they can receive instructions from the commissaires as the event is underway. Drivers and motorbike riders are responsible for their vehicles and must obey the orders and directions given by commissaires when safe to do so.

Race start

The most common way to start a road race is using a rolling/neutralised start; the race is neutralised until an agreed point, referred to as "kilometre zero" or "KMO". The neutralised start of a race is used to transport riders and vehicles in convoy order to the race route from the HQ before the race starts. The neutralised section may be extended by the commissaires if any riders have had difficulties (eg mechanical problems). There will be a warning to the convoy on the race radio prior to the roll out.

- Following all the rider briefings, riders should assemble as instructed and the convoy should be lined up in the correct order. The commissaire 2 car will be directly in front of the riders. Commissaire 2 will hold a neutralised flag (red and white chequered flag) out the window in clear view of the riders and the car will move at between 15 and 20mph. Any riders moving in front of the vehicle can be disqualified.
- When KMO is reached, and with no issues reported by the chief commissaire, commissaire 2 will bring the flag in and there will be a "start proper". The commissaire 2 car will speed up to get out of the way of the peloton and await further instructions from the chief commissaire.
- As the 0km marker is reached, each vehicle should reset their mileage counter to zero.
- If there has been an issue in the neutralised section, and riders are out the back of the bunch, the race needs to be kept neutralised until they have caught up. When the 0km mark is reached, each vehicle should reset their mileage counter but commissaire 2 will not start the race until the bunch is back together.

Race signage

The race route must be signposted from start to finish in a clear and visible manner in order to avoid any riders or vehicles going off course. The signs should be bright in colour with black text/arrows so they can be recognised easily. Static marshals may also point the direction of the race.

■ Post-race (after the race has finished)

Returning passengers and equipment

After the race drivers will have to ensure that passengers are transported back to race HQ, when then have finished their duties at the finish line for example. All borrowed equipment also needs to be returned.

Debriefings

After the race it is good practice to have a debriefing as all good officials/drivers should want to ask questions and receive/give feedback. Debriefing meetings do not have to be long but do facilitate conversations regarding the race, issues faced, lessons learnt, and provide the opportunity to say thank you to all involved for their efforts. Officials can also have their logbooks completed and signed as appropriate following their debriefing meeting.

SECTION 3

CONTEXT

Background information

About British Cycling road races

What is a road race?

A bunch bike race that takes place on the open road over a pre-determined route, lap or laps. Riders sign on at HQ before the race begins in a 'neutralised' form, allowing the peloton and convoy to group-up before racing commences.

Road racing is mainly a spring and summer sport, although a number of regions run autumn and winter leagues. Races can either be stand-alone events or part of a league or series. There are categories for riders from junior to adult for men and women, ensuring that there's a category to suit everyone. (Youth categories are not permitted to race on open roads.)

Levels of road racing

The levels of road races are detailed below, please note that national and international level events are beyond the scope of this document.

Event classification	Road race distance/time
International	Various
National A	130km-180km depending on terrain
National B	Minimum distance 120km
Regional A	Minimum distance 80km
Regional B	Minimum distance 90km
Regional C+	60-90 minutes
Regional C	60-90 minutes
Women only	Depends on category
Junior	Depends on category

More information can be found on the British Cycling website.

Insurance for drivers and vehicles

Regional level event insurance

To be covered by British Cycling's vehicle insurance the event organiser will need to complete a vehicle registration form in advance of the event. Drivers will need to provide the event organiser with the required information in good time.

To qualify for event vehicle insurance drivers of all event vehicles must be:

- a current British Cycling Member; and
- aged 21 or over (25 if riding a motorcycle); and

- the named and 'normally' insured and appropriately licenced driver of the vehicle with no more than 6 points on their driving licence.

The provision of motor vehicle insurance cover to nominated event officials is conditional upon British Cycling's terms and conditions being met. Further information (including terms and conditions) can be found on the Event Vehicle Registration Form which is located on the Organiser's Dashboard and on our website - britishcycling.org.uk/eventinsurance

Background on the key roles in a race

There are many support and officiating roles involved in a road race that can be present in the race convoy. Some of the key officials' roles are detailed below.

Commissaires

Commissaires are in charge of the racing at an event; they have overall responsibility from when the race rolls out, to when it crosses the finish line. They are trained volunteers who ensure fair and safe competition in cycling races. They also assist with risk management, sign-on and production of results.

Overview of responsibilities

- Oversee and approve pre-event planning and documentation.
- Check appropriate risk assessments are in place.
- Ensure clear communication with organisers, event teams, riders and parents.
- Hold briefings and debriefings.
- Demonstrate a duty of care to all at the race.
- Assume responsibility for fair and safe conduct during racing.
- Approve results and complete reports post-event.
- Manage the convoy.

Please see britishcycling.org.uk/commissaire

Static marshals

In addition to the vehicles in the race, you should be aware of the many static marshals who will assist with the smooth progression of the race. The race route risk assessment will specify the number of static marshals required on the course. In addition to the traditional marshals with red flags, many road races will also make use of accredited marshals.

Accredited marshal

An accredited marshal is a trained road cycling marshal who is used to legally stop and hold traffic during a race. They use a 'Stop: Cycle Race' sign approved by the Department for Transport. This creates a more controlled environment for the race convoy to pass. It is important to note that the accredited marshals do not create closed road conditions, the riders and race convoy still need to adhere to the Cycle Racing on the Highways Regulations at all times. Accredited marshals may be used in conjunction with motorcycle marshals. Please note that not all areas have use of accredited marshals yet.

For further details, please see britishcycling.org.uk/accreditedmarshal

‘Red flag’ marshals

Marshals with red flags will also still be stipulated on the majority of race route risk assessments. Volunteers for red flag marshalling duty will usually be recruited from within local clubs or through the support of friends, family etc. Red flag marshals can be involved in the following roles:

- Warning public of the approaching race.
- Warning riders of upcoming obstacles eg parked cars and road furniture.
- Directing race traffic.

Please note that volunteer marshals used in this function do not have any legal powers to stop and control traffic. The key role of these marshals is to highlight the direction of the course to the advance convoy and riders whilst also providing advance-warning to road users.

Motorcycle marshals

Trained motorbike marshals assist with the safety of events held on the public highway by warning of the approaching race, providing a safe route for competitors, indicating the direction of the race, warning about hazards, and complementing static marshals.

Please see britishcycling.org.uk/motorcyclmarshal

Community Safety Accreditation Scheme (CSAS)

CSAS marshals operate in some areas of the country, they are trained employees who are legally permitted stop and hold traffic, they also have the authority to direct traffic to take an alternative route (which accredited marshals do not). Although they may be static and remain at a junction, CSAS marshals are more commonly mobile and will travel from junction to junction on their motorcycle. It is important to note that, like accredited marshals, the CSAS marshals do not create a closed road environment. They may however be used in conjunction with the police as junction bikes in larger races.

Please see britishcycling.org.uk/wales/article/wcst-Welsh-Cycling-neg-csas

Drivers

The drivers of various vehicles perform various roles in order to provide riders with support, safety and provisions. In addition to fulfilling their role of driving, drivers in a race convoy should also:

- Endeavour to keep the race fair and safe
- Not obstruct or assist riders unfairly
- Not affect the progress or organisation of the race
- Promote the sport, event, teams, riders

SECTION 4 CONTACTS

Full contact details can be found online here:

britishcycling.org.uk/contact

You can find out more about the events British Cycling runs here:

britishcycling.org.uk/events

If you would like more information about event officials, please visit the ‘Get involved’ area on the British Cycling website, britishcycling.org.uk/officials or use the details below.

Regional events officers (REOs) are located within the 10 regions and are focused on increasing the quality and quantity of participation opportunities in all cycling disciplines covered by British Cycling by supporting all officials within their region.

Event officers perform similar roles to REOs in Wales and Scotland. Contact details for the REOs and event officers can be found on the British Cycling website at britishcycling.org.uk/regionaleventofficers

British Cycling’s officials support based at British Cycling Headquarters (BCHQ), officials support provides support to all event officials. Officials support can be contacted on 0161 274 2026 or at officialssupport@britishcycling.org.uk

Event development officers (EDOs)

British Cycling’s events development officers are based within the sport department BCHQ, maintaining and developing event organisation nationally across their disciplines. EDOs can be contacted on 0161 274 2020 or at events@britishcycling.org.uk

British Cycling officials education

Officials’ education, part of the education department at BCHQ, are tasked with developing and writing training for all event officials and event organisers. The education department can be contacted at education@britishcycling.org.uk

APPENDIX

Image 1 - Example regional road race convoy at start

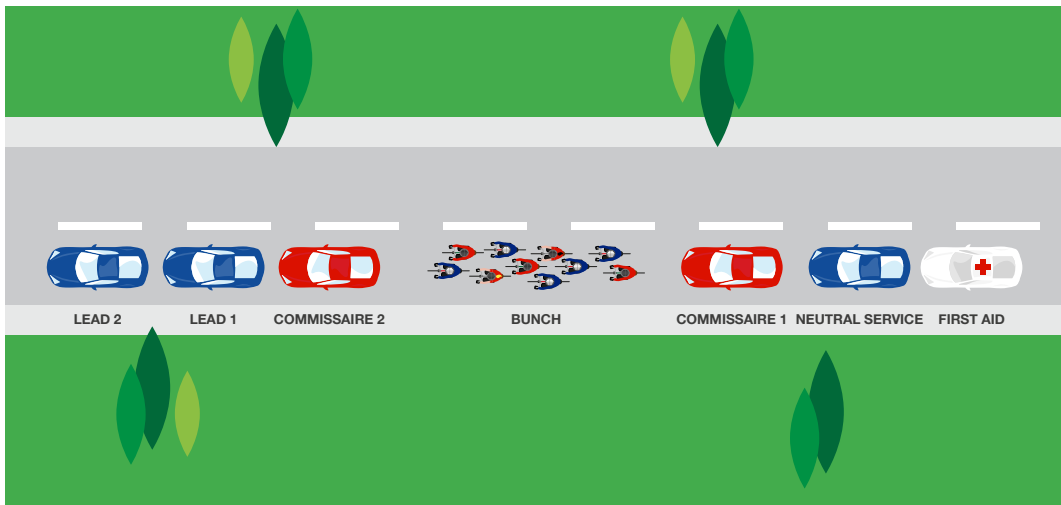
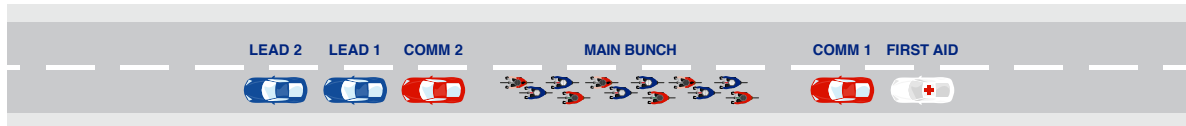


Image 2 - Convoy in different scenarios

At the start of the race



A breakaway being established



An established break



An established break with a chasing group



Established break with chasing group catching break



Established break, and riders going out of the back of the peloton

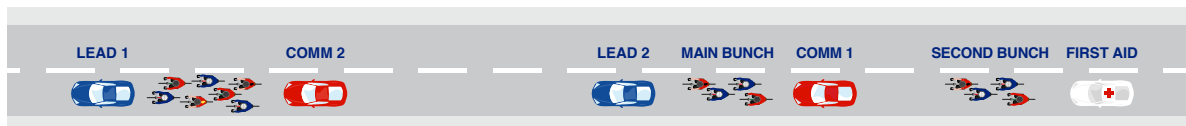


Image 3 - Example of riders in the wind

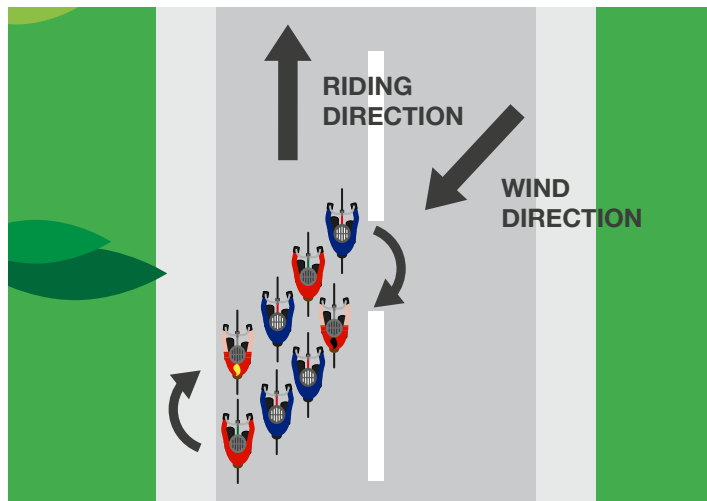
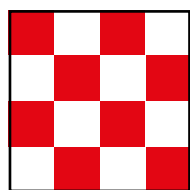
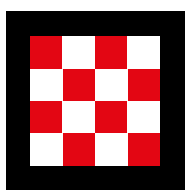


Image 4 - Road race flags and signs



Neutralised zone



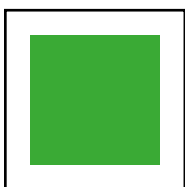
End of neutralised zone



Start flag



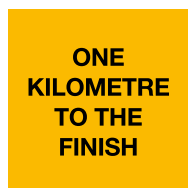
Beginning of hill prime



200m to prime



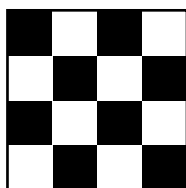
Prime flag



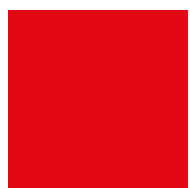
1km to finish



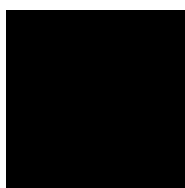
200m to finish



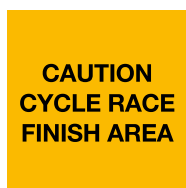
Finish line



Hazard flag



Race stopped



Caution cycle race



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