

**AUSCYCLING**  
**EVENT**  
**REGISTRATION**



**LET'S RIDE TOGETHER**



# Chapter 1 INTRODUCTION

Organising a cycling event is both hard work and highly rewarding.

Having your event added to AusCycling calendar and receiving a sanction means making a commitment to safety, quality standards, and regulations.

This guide is designed to help support event organisers journey to registering your event on the AusCycling calendar and being provided a sanction.

The specific purpose of this guide is to provide the requirements to list your event including timelines and financial expectations.

This guide is not meant to provide full details on the operational aspects of organising an event. The detailed operational requirements can be found in the AusCycling organiser guides.

Any private event organisers (not clubs) should visit the [AusCycling Private Event Organiser Webpage](#) for details on registering to apply for a sanction and receive event insurance.

# Types Of Events

## Road

---



### Road Race

---

Road Races are mass start race events in which riders complete a course for order of finish. The course may be point-to-point, a large circuit (over 10km) or a combination of the two.



### Criterium

---

criteriums are mass start, high-speed road races in which riders race around multiple laps of a closed circuit. Criteriums are usually held on closed public streets or purpose built circuits. The circuit is normally up to three kilometres in length.



### Time Trials

---

Time Trials are races in which individuals or teams of riders, ride the same route and distance separately for elapsed time. Time trials are started at preset intervals and held on an out- and-back or circuit courses.



### Stage Races

---

Stage Races combine different types of road races into one multiple part cycling race. These events commonly include road races, time trials, and criteriums and are held over a period of two or more days. Order of finish is determined by lowest combined elapsed time or combined points depending on the scoring format.

# Track

---

All track events take place at a velodrome. There are a variety of races which may be conducted as part of a track event. Some track races include: Points Race, Scratch Race, Time Trial, Handicap, Sprint, Team Pursuit, Madison and Team Sprint.

# BMX

---



## BMX FREESTYLE

---

BMX Freestyle is a discipline where riders are judged on their style and the difficulty of their program. BMX Freestyle events include the Park and Flatland.



## BMX RACING

---

BMX Racing is a spectacular sport that takes place on a 350-400m track. The riders begin from a start ramp that launches them at considerable speed as they ride through jumps, berms and flat sections.

# Mountain Bike

---



## Cross-country Olympic (XCO)

---

Cross-country Olympic (XCO) racing is held on a varied terrain circuit normally around 4-6 km in length with features including steep uphill climbs, technical descents, fire trails, single track and technical features. The mass-start races last up to 90 mins.



## Short Track Cross Country or Cross-country criterium (XCC)

---

Short Track Cross Country or Cross-country criterium (XCC) is a very short XC style event on a track about 800m in length, and generally lasting about 20 mins. A short, sharp and exciting event to watch and participate in.



## Marathon (XCM)

---

Marathon (XCM) are long cross-country races over varying distances from 60 km to 160 km plus. Races are mass start and generally are point to point rather than lap based.



## Cross Country Endurance (XCEN)

---

A multi-lap cross-country event based on a set time format of 1-24 hours in duration. Riders are judged on the number of laps they complete in the given time frame. Course length should be at least 5km, with a longer course required for larger competitor numbers.

## **Cross-country eliminator (XCE)**

---

Cross-country eliminator (XCE) consists of head to head racing over a course approximately 1 km . The winner goes through to the next round while the loser is eliminated from the event.

## **Downhill (DH)**

---

Downhill (DH) is a descending time trial event where riders start at intervals that can vary from 30 seconds to three minutes-depending on the stage of the competition . The riders with the lowest overall time wins. As the name of this discipline implies, DH races are held in steep, highly technical, downhill terrain, resulting in higher speed than in cross-country racing. The terrain is also significantly rougher than in cross-country racing.

## **Super D (SD)**

---

Super D (SD) is a blend of cross-country and downhill. Most of the race is downhill, on trails similar to the downhill segment of a cross-country race. There are also short (100–500m) uphill sections which make the use of downhill bicycles difficult, as a result, most riders use cross-country or 'trail bikes'. Depending on the trail and race venue, the start may either be seeded (riders start in short intervals), or Le Mans mass start (riders run to their bikes).

## **Freeride (FR)**

---

Freeride (FR) competitions are not so much a race as they are a competition of skill and style. Courses contain varying cliffs, drops, obstacles, and ramps. There are usually a large number of ways in which to complete the course, and scoring is dependent on the competitor's choice of routes, the fluidity of riding and tricks performed, and sometimes also the time in which the course is completed.



## Dual Slalom (DS)

---

Dual Slalom (DS) is a ski-inspired event where two riders race against each other on two identical man-made tracks side by side with the same jumps and berms, with a rider on each track, and the first across the line wins. The contest has a knock-out format. Dual (DL) events are similar, only two riders share the same course/track.



## Four cross (4X)

---

Four cross (4X) also known as 'mountain cross' or 'bikercross' is inspired by the dual format and BMX racing but pits four riders on the same course from starting gates to finish. There can only be one winner per event, so the races can quickly eliminate riders making the progression faster for a day's events.



## Gravity Enduro (GE)

---

Gravity Enduro (GE) in its most basic definition is a type of mountain bike racing where the downhill sections are timed, and the uphill sections are not. Timed competition stages are generally 2 - 12 minutes in length, primarily downhill and technical in nature. The competition stages are linked together with neutral liaison stages which often need to be completed within a time-limit, but are not part of the accumulated race time. The winner is the rider who accumulates the lowest combined time from the timed sections. Gravity Enduros typically take place over one or two days with 4 to 6 timed stages, but longer competitions also exist.



## Trials (OT)

---

Trials (OT) also known as observed trials, is a discipline of cycling in which the rider attempts to pass through an obstacle course without setting foot to ground. Trials riding is an extreme test of bicycle handling skills, over all kinds of obstacles, both natural and man-made. Competition trials bikes are characterized by powerful brakes, wide handlebars, lightweight parts, single-speed low gearing, low tire pressures with a thick rear tire, distinctive frame geometry, and usually no seat.

 **Dirt Jumping (DJ)**

---

Dirt Jumping (DJ) involves the rider jumping off mounds of dirt and performing various tricks. Dirt jumping specific bikes can be based on BMX or mountain bikes with the common characteristic being beefy construction for strength.

 **MTB Orienteering (MTBO)**

---

MTB Orienteering (MTBO) is an orienteering sport on a mountain bike where navigation is done along trails and tracks and the major focus becomes route choice. Special equipment used is a map holder attached to the handlebar of the bike.

 **PUMP TRACK**

---

A pump track is a circuit of rollers, banked turns and features designed to be ridden completely by riders pumping (generating momentum by up and down body movements instead of pedaling). Both BMX and mountain bikes are used. Pump tracks are relatively simple to use and cheap to construct, and cater to a wide variety of rider skill levels. Pump track racing works in a similar fashion to dual slalom.

 **E-MTB**

---

An E-Mountain Bike, is a bike operated with two energy sources, human pedal power and an electric engine, which only provides assistance when the rider is pedaling. E-MTB races are run in cross-country and enduro formats.

 **Adaptive MTB**

---

Adaptive Mountain Biking encompasses a broad range of events and riders who typically cannot ride a standard mountain bike and require adapted equipment and trails to suit their physical, intellectual, neurological and sensory abilities.

There are varying adaptive mountain bikes available around the world, each designed to meet a riders specific need. Readily established adaptive equipment includes: handcycles, recumbent leg-cycles, and tandem bikes



# Cyclo-cross

---

Cyclo-Cross races are conducted on circuits of around three kilometres on a variety of surfaces. The courses usually have climbs and obstacles to navigate throughout the event.

# Esport Cycling

---

ESport Cycling racing is conducted using trainers on virtual racing apps (e.g. Zwift, FulGaz, RGT). Events can be conducted at one location or in various locations based on the format and regulations.

# Para, AWII and Deaf Cycling

---

Road Races, Time Trials and Track events which are for individuals classified as a para-cyclist under the UCI regulations, as Athletes with an Intellectual Impairment through VIRTUS or Deaf cyclists as classified by Deaf Sport Australia.

# Recreational Cycling Events

---

Recreational cycling is one of the most popular sporting activities in Australia. Over 4 million Australian's ride their bike every week and two million bicycles are sold in Australia every year. Recreational cycling events include:

## AUDAX

---

Audax events are non-competitive long-distance bicycle rides from 50 to 1200 km, called "Randonnees". The challenge of Audax is not in racing, but in pushing the riders own boundaries and experiencing great personal achievements.

## RECREATIONAL, SPORTIVES AND CHARITY EVENTS.

---

Organised cycle rides such as charity cycle rides are an excellent way to ride a set distance without the pressures of racing. These events may take place over one day or multiple days. Many also find that exploring an area and/or the social aspects of these type of events very rewarding.

## GRAN FONDO

---

A Gran Fondo is a type of long-distance road cycling ride originating in Italy in 1970, and roughly translates into English as "Big Ride". Generally these events are over 80 km in length and can be both non-competitive and include individually chip-timed races with prizes for the fastest riders in each category. The starts are done en masse, and the format allows for riders of every level to participate where most participants are competing against the clock instead of other participants.

## Chapter 2

# EVENT CLASSIFICATION

AusCycling has developed the following event classifications. Each level has a varying requirement and expectation of their management. The following tables outline the levels of categories for all events in domestic level events that are sanctioned in AusCycling.

## Racing

Code	Description	Features/Eligibility
Platinum	National Championships	Pinnacle Events on the National Calendar AusCycling Race Members, UCI License Holders and Lifestyle Members (Team Time Trial only)
Gold	Interstate Competition	National Series/Cup AusCycling Race Members and Lifestyle Members (Time Trial and emerging disciplines)
Silver	State Open Competition	State/Territory Series and State/Territory Championships AusCycling Race Members and Lifestyle Members (Time Trial and Team Time Trial only)
Bronze	Club and Interclub Competition	Intra-club and Interclub competition AusCycling Race Members, Day Race Membership, Temporary Memberships and Lifestyle Members (Time Trial and Team Time Trial only)

International level events are classified by the UCI. For more information on registering UCI events please see the [‘AusCycling Guide to International Events’](#).

# Recreational

---

<b>Code</b>	<b>Description</b>	<b>Features</b>
<b>Gold</b>	<b>Iconic Recreational Events</b>	<b>1000+ participants</b>
<b>Silver</b>	<b>State/Local</b>	<b>Under 1000 participants</b>

# Chapter 3 CALENDAR

AusCycling has developed a strategic approach to the calendar of events. This approach ensures that all disciplines are able to coordinate and that we can provide the best possible rider experiences. The following sections provide an overview of dates where Platinum and Gold events are conducted. It should be noted that dates may change at anytime.

## **National Championships Season (NC): Platinum**

NC events are usually be conducted within the following timeframes:

<b>Discipline</b>	<b>Dates</b>
BMX Freestyle	Variable
BMX Racing	November
Cyclo-cross	August
Cycling ESports	June/July
<b>Mountain Bike</b>	
XCO, DHI, XCC, OT, XCR, PUM, EMTB, Adaptive	March
Schools	August
XCM, 24H, GE	Variable
Gravel	Variable
<b>Track</b>	
Junior, Masters, Elite & U19	March/April
Para-cycling	December
<b>Road</b>	
Elite, U23, J19, Gran Fondo, Club Team, Para	January
Junior	September
Masters	October

# National Series and Cups Season (NS): Gold

---

<b>Discipline</b>	<b>Dates</b>
BMX Racing	February - September
Cyclo-cross	May - August
Mountain Bike	Year Round
<b>Track</b>	
Junior Track	December - February
<b>Road</b>	
Elite	February - December
Junior	April - August
Para-cycling	March - November

## Coordination And Non-Conflict

---

To ensure optimal outcomes for all events the following are requirements to coordinate the calendar and maximise participation. The following section outlines where events will not receive a sanction if there is a conflicting event.

### Racing

- International Competition Event (Platinum): No other Platinum, Gold or events (of the same discipline, age group and gender), may be conducted. in the host State or Territory. Silver events may be conducted in the host State or Territory if they are for a different discipline, age group or gender. Silver and Bronze events may be conducted in States or Territories who are not holding the event.
- National Competition (Gold): No Silver events may for the category and discipline be conducted.
- State Competition (Silver): No Gold or Silver events (of the same discipline, age group and gender) may be conducted in the host State or Territory. Silver and Bronze events may be conducted in States or Territories who are not holding the event. In the case of BMX only club events are permitted.

### Recreational

- Recreational (Gold and Silver): No limitations.

## Club And Interclub (Bronze)

---

Club and interclub events may be conducted at any time however limits may be applied from time to time on the number of participants/clubs in order to ensure optimal calendar planning for all organisers.

# Exemptions To Calendar Conflict And Season Requirements

---

Exemptions may be made to the calendar dates upon application to AusCycling under various circumstances including:

**Historical Dates:** Any events which have been in a season or date for 5+ years can continue to hold this date.

**Impact by Force Majeure:** In the case where a force majeure has caused a postponement an alternative date outside of the traditional calendar dates may be set.

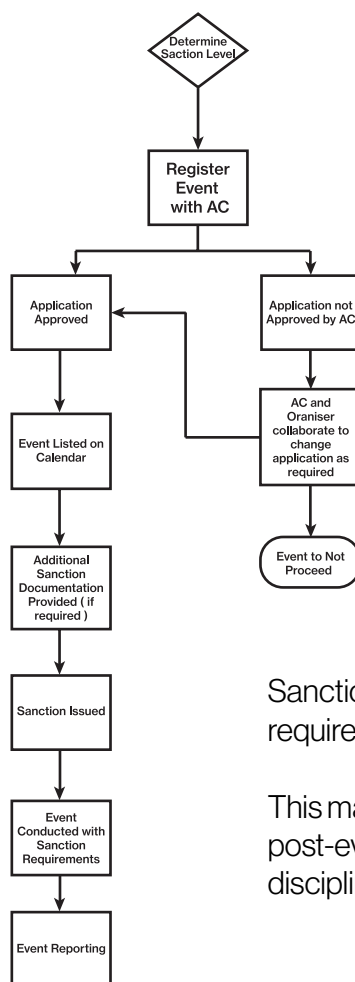
**Weather:** Local weather conditions which impacts the ability to host an event during that period.





# Chapter 4 REGISTRATION PROCESS

All races must be registered and sanctioned by AusCycling. In order to be registered an event organiser must follow the AusCycling prescribed process outlined.



Most club (Bronze) races will have a simple automated self-sanction process.

Sanctions will have some standard requirements and conditions.

This may require some documentation and post-event reporting depending on the discipline and event level.

# Specific Requirements for Bronze Events

---

All Bronze Level events are required complete an event sanction which provides the following information:

- Date
- Location
- Course/Venue Details
- Prize Money

Clubs who organise these events must then operate the events within the required delivery framework, pay the relevant fees (if applicable) and provide post event reporting.

# Specific Requirements for Gold and Silver Events

---

For Gold and Silver level events the organiser must provide an event submission including the following information when first seeking inclusion on the calendar:

- Program of Events (discipline, specialty, format).
- Description (including maps) of the course including total length (in km) and where applicable specific stages.
- The type and number of participating teams and/or riders' and categories to be contested.
- Budget including expected prizing.

Once the provisional sanction requirements have been fulfilled, a provisional sanction letter, certificate of insurance to the event and place it on the calendar. The provisional sanction will outline the requirements and timing to finalise the sanction approval, noting all sanction fees must be paid in line with the fee requirements. This sanction will only be finalised when all sanction requirements are in place.

# Registration Dates and Fees

---

DISCIPLINE	DEADLINE
BMX (RACING)	Gold: October 1 Silver: November 1 Bronze: 6 weeks prior
MTB	Gold: October 1 Silver: November 1 Bronze: 1 week prior
CX	Gold: October 1 Silver: November 1 Bronze: 1 week prior
ROAD	Gold: September 1 Silver: November 1 Bronze: 3 months prior
TRACK	Gold: June 1 Silver: July 1 Bronze: 1 week prior
ESPORT	Gold: N/A Silver: N/A Bronze: 1 week prior
PARA-CYCLING	Gold: N/A Silver: September 1 Bronze: N/A
RECREATIONAL	Gold: September 1 Silver: 3 months prior

# Registration Refusal and Non-Sanction

---

We never want to refuse to approve an event however we also must ensure that organisers meet a standard. If an organiser demonstrates the ability to not meet our collective standards they may be refused future sanctions. Some reasons may include:

- Poor delivery in previous years
- Unpaid fees or prize monies
- Inability to meet the minimum sanction

# Date Changes

---

We understand that sometimes circumstances change that are outside of the control of event organisers. The following contacts will help you with a date change:

- **Gold:** AusCycling National Events and Racing Department.
- **Silver:** AusCycling State/Territory Events and Racing Department.
- **Bronze:** AusCycling State Events and Racing Department.



## Chapter 5 EVENT DELIVERY CRITERIA

To facilitate the safe and successful delivery of all events under its auspices AusCycling has developed a standard a minimum delivery requirements for all disciplines.

These criteria should be supplemented with the relevant AusCycling 'Organiser Guides', Technical Regulations and Policies.

The following section should provide a high level of further specific requirements to receive an event approval and sanction.

# Criteria for Planning Your Event

---

Step 1:

## Submit an application

---

- Undertake the State Calendar planning process (Silver Level and above).
- Complete the AC Calendar Submission.
- Application to be reviewed and approved.
- Complete and sign a hosting agreement (Silver Level and above).

Step 3:

## Ensure that the event has an Incident/Accident Plan

---

- Detail the procedures to be followed in case of a minor injury, medical emergency or general emergency.
- Establish the method of communication for key event personnel
- Notify the local hospital and ambulance of the event details
- A formal risk assessment can be undertaken to develop a risk management plan that is specific to the event. Refer to the AusCycling Risk Register for Events.

Step 2:

## Contact the relevant authorities and complete the approval process to ensure all permits are in place prior to the event

---

- Obtain details on other authorities and organisations that require notification (e.g. Police, Main Roads Authority, Local Council, Land Owner, Facility Owner).
- Where required, attend stakeholder meetings, complete the relevant documentation required and provide requested material (e.g. Certificate of currency).

Step 4:

## Consideration must be given to the area of Public Health and Safety

---

- Toilets must be available in quantities appropriate to the number of participants and spectators attending an event with consideration given to officials.
- Adequate bins must be available and accessible at the start and finish areas.
- Other areas to consider include water for competitors, officials, volunteers and spectators; shelter for officials; noise levels event security, public access and management of infrastructure, equipment and power cords.

# Criteria for Operating Your Event

---

Step 1:

## **The event must operate in accordance with the AusCycling Technical Regulations**

---

- Participants must be an AusCycling member or temporary member.
- Races must be conducted in accordance with the AusCycling Technical Regulations.

Step 3:

## **Commissaire must be appointed as the President of the Commissaire Panel (PCP) for the event**

---

- A Commissaire is responsible for supervising and controlling a cycling competition and has undertaken formal training (including a risk management component) to fulfil this role.
- The PCP is responsible for the conduct of the event for a period extending from one hour before the racing to one hour after the conclusion of racing.

Step 5:

## **A pre-event briefing for event support personnel is conducted**

---

- This task is normally performed by the Event Organiser or PCP.
- It should include clarification of the roles and responsibilities.
- A number of briefings may be required depending on the level and discipline including volunteers, commissaires, marshalls and first aid (among others).

Step 2:

## **First Aid**

---

- Accredited First Aid personnel must be in attendance for the duration of the event(s).
- The number and qualification of first aid officers must meet the size, nature and location of the event.
- First Aid personnel must be easily identifiable, contactable and accessible throughout the event and have appropriate radios communications equipment (if required) to call emergency services.

Step 4:

## **The course/venue must be inspected prior to the commencement of the event**

---

- This should be completed, where practicable, to identify (and minimise, if possible) potential hazards and obstacles and ensure Marshalls, Traffic Controllers (if applicable) and signage are positioned in accordance with traffic control plans and/or permit requirements.
- A 'Facility and Venue Inspection Checklist' should be used to complete this process.

Step 6:

## **Copies of event approvals from authorities must be available at the event (if applicable)**

---

- For sighting if requested.

# Criteria for Reporting on Your Event

---

## **An Event Report must be completed by the Event Organiser within 14 days of the event**

---

- Complete the Event Report Form.

## **A Commissaire's Report must be completed by the PCP within 14 days of the event**

---

- The completed [PCP Report](#) report is provided to AC.

## **Accidents/incidents must be recorded on a AusCycling 'Accident Report Form' and reported to AusCycling within 2 working days from the accident**

---

- An 'Accident Report Form' is available from AC and must be completed by the injured person and the event manager/race director.
- The race director should maintain post incident communication with the injured individual.





# Chapter 6 Event Assistance Resources

## AusCycling Organiser

---

AusCycling has developed 'Organiser Guides' for each discipline which provide event organisers and promoters with information and tools to successfully plan and deliver a cycling event.

The primary purpose of these guides is to provide a structured approach to planning and delivering successful events and to ensure the safety of participants, the workforce and spectators.

The guide has been structured to provide a standardised approach to event management which is supported by specific information relating to each cycling discipline.

These guides can be found at:

<https://www.auscycling.org.au/page/resources>



## AusCycling Risk Register for Events

---

The Risk Register is a documentation of the risks associated with all levels of events, their severity and the treatment actions to be taken. This has been developed through:

- A review of the current event management practices.
- Identification, assessment and prioritisation of the current risks associated with all levels of events.
- Recording the existing controls and strategies which aim to reduce the risks.
- Determining if further risk treatments are required to manage the risks.

The register should be used as a baseline with organisers adding situation specific risks which will allow the development of an event specific Risk Management Plan.

The AusCycling Risk Register template can be found at:  
<https://www.auscycling.org.au/page/resources>

# Event Management Plan Template

---

The Event Management Plan (EMP) forms the basis of a standing plan for conducting an event that can be developed and adapted for use in future years. The objectives of the EMP are to:

- Assist Event Organisers deliver a well-prepared, safe, legally/financially sound and ultimately successful event.
- Ensure that the risk management standards for the category of event are addressed.
- May support with any applications to relevant authorities.
- Provide the relevant cycling governing body with a document that meets their sanctioning requirements.





## Report Forms

---

The following forms are available from AusCycling:

- Facility and Venue Approval Form
- Event Report Form
- AusCycling Incident Report Form

These forms can be found at:

<https://www.auscycling.org.au/page/resources>

# Policy or Guideline Documents

---

The following policies, rules and guidelines are available:

- AusCycling Technical Regulations
- AusCycling Extreme Weather Policy
- AusCycling Refund Policy
- AusCycling Concussion Policy

<https://www.auscycling.org.au/page/about/governance-rules-policies>





## More Information:

---

AusCycling Limited  
Events & Racing Department  
Email: [events@auscycling.org.au](mailto:events@auscycling.org.au)



**LET'S RIDE TOGETHER**