

Introduction

These Ride Organiser Guidelines are provided to assist Ride Organisers by setting out requirements and providing information and advice.

The Guidelines are subject to continuous improvement. They reflect the current state of knowledge and recent work of the National Executive Committee, building on the earlier work of the Victorian Region.

The Guidelines will be updated as more work is done and in response to comment received.

Comment should be provided to Chris Walsh (sydney@audax.org.au)

Definitions:

Ride Co-ordinator: This is the person in the Region who organises the calendar of rides and provides guidance to Ride Organisers. In some regions, this is a designated position. In others, the function may be held by another member of the Committee.

GUIDELINES FOR RIDE ORGANISERS

Revision Date: 14/04/07

These guidelines have been written to help Organisers plan and manage a long distance randonee. All rides are conducted under the Ride Rules of Audax Australia and these guidelines should always be read in conjunction with those rules and the Rider Guidelines, which are both available on the Audax website. These guidelines contain a mixture of requirements and suggestions. The requirements must be followed on any Audax ride while the suggestions provide guidance to Ride Organisers.

The Ride Rules cover the following subjects not addressed in these guidelines that organisers must be familiar with:

- Types of brevet rides (sec. 3) and completion times for each distance (sec 4) and exemptions for late arrival at intermediate checkpoints (sec. 9(3)).
- Age and other restrictions on riders (sec. 5)
- Bicycle safety (sec. 7)
- Conditions leading to disqualification by the Ride Organiser (sec. 11, 12, 13)

The Ride Organiser:

- Plans the randonee route
- Develops a set of instruction for riders (including course map or directions), and briefs the riders on the course, with particular attention to any hazards
- Ensures that riders who register are equipped with a bike whose lights comply with Audax regulations.
- Organisers may also choose to provide *support* to the riders, including food, water and manned checkpoints and organising overnight accommodation. Some information that may assist organisers of supported rides is provided in [Appendix 1](#).

All necessary forms (entry form, spreadsheet for recording rider details, etc) are provided on the Audax web site at <http://www.audax.org.au/organiser.htm>

The guidelines in this document apply to supported and unsupported rides.

1. At the beginning of the season

1.1 Plan your route

If the route is a new one for the region, discuss it with the Regional President, Regional Ride Co-ordinator or another ride organiser prior to submission to the calendar. Ensure that the route complies with the instructions in [Appendix 2](#) of these guidelines.

1.2 Submitting the ride to the calendar

Rides are submitted to the calendar in August of each year. Organisers should contact the Regional President or Regional Ride Co-ordinator to determine the most suitable date.

1.3 Changing the date or distance of a ride in the calendar

As all 200km and above distance rides (Brevet Randonneur Mondiaux or BRM rides) are submitted to Audax Club Parisien and published in the Randonneur Mondiaux Calendar, only in the most extenuating circumstances can the date or distance of a BRM ride be altered once accepted in the calendar.

The date or distance for rides less than 200km (Brevet Australia or BA rides) can be amended or added with the approval of the relevant Regional President or Ride Co-ordinator as these rides are homologated in Australia. Any alteration to a ride must be updated in the website calendar to ensure the ride is covered by Audax Australia's insurance.

2. Before the ride

2.1 Publicity

Organisers are encouraged to post details of their rides to the Audax chat list, and to maintain a list of interested riders to whom details of upcoming events can be emailed. Organisers can also publicise rides through Checkpoint or by providing handouts at other events, both Audax and non-Audax. Some organisers also publicise their events at local cycle shops.

2.2 Information provided to ride registrants

Riders who have registered interest should ideally be provided with ride information prior to the event. This can include route and ride instructions, map and contact details. The entry form is available on the Audax website. Riders should be advised of any lighting/ reflective vests requirements in the ride literature and when they make enquiries to the organiser about the ride. See [Appendix 3](#) for an example of a 'ride pack' and examples of route maps and instructions. Organisers may request Riders to submit their entry forms and payment prior to the event, although entries on the day are usually acceptable. Riders should be encouraged to arrive well before the advertised starting time to allow registration, bike checks and briefing to be carried out.

Any additional requirements specific to the ride (eg, qualifying rides) or changes to standard checkpoint opening and closing times (where the National Executive Committee has permitted variations due to topography) must be notified to riders prior to the ride.

Prior the ride, riders should be informed of which checkpoints are supported, the type of support provided and what external facilities are provided at unsupported checkpoints (eg shops). They should also be informed if there will be the facility to take riders' gear on to checkpoints.

2.3 Monitor weather, road conditions.

Organisers are strongly advised to monitor the weather forecast to determine if conditions are suitable. The decision whether to proceed with the event is at the discretion of the Ride Organiser.

Check whether there is trackwork on railway lines that riders may use to get to and from the ride (or on lines at which 'bail out' stations are located on unsupported rides), and advise riders accordingly.

2.4 Ride fees

Brevet fees are set by the Ride Organiser in conjunction with the Regional President or Ride Co-ordinator. (As of 2006 brevet fees for unsupported events in most regions was \$5). All non-members of Audax Australia or Cycling Australia pay a temporary membership fee of \$5. Cloth patch and medallion fees are \$5 and \$8. All fees must be paid prior to commencement of the ride. Only patch and medallion fees are refunded in the event that the rider

does not finish. Organisers of supported events may levy an extra fee to cover their direct costs (food provided for riders, petrol for support vehicle, etc) in organising the event.

2.5 Audax rules

It is essential that all Ride Organisers read, understand and be familiar with the rules under which all Audax events are conducted. These are at <http://www.audax.org.au/rules.htm> and the Regional President can provide a printed copy if required. These rules place obligations on Organisers as well as participants.

Ride Organisers benefit from advice and support from more experienced organisers. First time organisers are encouraged to contact a more experienced organiser or the Regional co-ordinator for advice and assistance.

2.6 Local regulatory requirements

Some States/Territories have regulatory requirements specific to organised bike rides or other on-road events (eg the **Guide to On-Road Cycling Events** applies in Victoria). This may require application well in advance to police or road agencies, especially for larger rides. In some cases, land managers may require a copy of the insurance certificate for rides in state parks. The Ride Organiser should check with the Ride Co-ordinator to see whether these requirements apply and how they can be met.

2.7 Ride supporters

A list of helpers/supporters should be made prior to the ride. The Ride Organiser can designate ride supporters who have the power to disqualify riders. Only responsible individuals with a good knowledge of the Ride Rules should be designated and they should be provided with copies of the Ride Rules. These supporters should be indicated on the list of supporters and riders advised accordingly.

3. On the day

3.1 Documentation and procedures

Bring spreadsheet with names of registered riders to record monies paid, brevets issued and lights checked. Collect entry forms and fees and request that mobile phone contact details are provided so that riders can be reached during the ride.

3.2 Rider briefing

Where possible, the organiser should brief the riders regarding the route and any hazards, locations of food and water stops, and 'bail-out' locations – for example, places where the ride is close to a railway station. In essence, this means reviewing the ride instructions with the riders. New riders should be informed about the brevet card formalities: arrival times at checkpoint points must be recorded together with a stamp and signature of the controller or a local shop.

The Ride Organiser can refuse to issue a brevet card to a rider likely to cause a danger to themselves or other road users.

The Ride Organiser should also reiterate some of the more important road rules – only ride two abreast, stop at all red lights (behind the white line) and use hand signs for all turns and stopping.

3.3 Lighting Inspection

The Ride Rules state (s.7):

On a ride where any part of the maximum permitted time for the ride is at night, a rider must:

- (a) have available for use at all times:
 - i. at least two independently powered front lights,
 - ii. at least two independently powered rear lights; and
 - iii. a reflective vest, bandolier or jersey (with reflective markings on both the front and rear) or equivalent,
- (b) have securely attached to the cycle at all times, one front light and one rear light and a red reflector,
- (c) at night or in hazardous weather conditions causing reduced visibility:
 - i. have illuminated at least one front light of constant beam,
 - ii. have illuminated at least one rear light; and
 - iii. wear the reflective vest, bandolier or jersey or equivalent as the outermost garment.

Under the Australian Road Rules, in order to be accepted as 'effective' a light must be clearly visible from at least 200 metres away and a reflector must be clearly visible from at least 50 metres away when lit by a car headlight.

4. After the ride

4.1 Requirements to be successful

To successfully complete an Audax event, the rider must have completed the nominated distance within the minimum and maximum time allowed under Audax rules and in compliance with all other requirements under the Audax rules (<http://www.audax.org.au/rules.htm>). Completion times and times for intermediate checkpoints are summarised in [Appendix 2](#).

4.2 Reporting the ride results to the Brevet Secretary

At the finish of the ride the riders should hand their completed brevet card to the Ride Organiser, mail it as soon as possible or deal with it in any other way nominated by the Ride Organiser. Once all finishing times or DNFs are recorded, the organiser emails the results spreadsheet to the brevet secretary (see [Appendix 4](#)). This allows the secretary to commence processing the results immediately.

Once the brevet cards are all received, the Organiser completes details of the finishing place and time and the hours and minutes in which the ride was completed on the back of each brevet card. The ride organiser then mails the Regional Brevet Secretary the cards, a hard copy of the Results Spreadsheet, the Ride Report and a cheque for the ride fees (if internet banking is not possible).

4.3 Ride Report

Organisers must immediately notify the Regional President, and through them the National Committee, of any accidents or incidents during the ride. A Ride Report form ([Appendix 4](#)) and an example are provided for this purpose.

APPENDIX 1: GUIDELINES FOR SUPPORTED RIDES

A supported ride need not have all checkpoints supported and an unsupported ride can have some supported checkpoints. Prior to the ride, riders should be informed of this and the degree of support provided.

Definition of a Supported Checkpoint

A supported checkpoint is one at which some level of assistance, food and monitoring is provided by the ride organiser or a support person to ride participants. All riders should be accounted for at each supported checkpoint.

Recommendations for Checkpoint Food

- **At all checkpoints fresh drinking water must be available.**
- The degree of support at a checkpoint should take into account what other facilities are available, eg whether a café is available to provide for those who may not be satisfied with a limited range of food at the checkpoint.
- A minimum of one serving of food per participant should be provided at Checkpoints, with additional servings provided for longer rides, colder weather or where no alternatives are available to purchase additional food. One serve of food is equivalent to:
 - One banana or orange halves and,
 - One large fruit bun and,
 - Two slices of bread and toppings (jam, peanut butter, sandwich fillings etc) or,
 - One serve of pasta, rice or noodles, soup, etc.
 - Hot drinks, cordial

Ride organisers should be aware of the need for high carbohydrate, easily digested and appropriate food to ensure participants maintain energy levels for sustained periods of time. In colder weather most riders welcome a hot drink and soup or pasta. In hot weather cold cordial, chilled fruit and pasta salad would suffice. Ride organisers should also encourage participants to eat well during longer rides, where appetite is often suppressed by fatigue. See [Appendix 5](#) for a discussion of fatigue – both for riders and supporters

Examples of well-supported rides are as follows (but please use your imagination) :

50 Km Ride

Bananas, Fruit Loaf, Cordial (tea, coffee and Milo)

100 Km Ride

50 km checkpoint – bananas, fruit loaf, cordial and/or hot drinks; bread and toppings. Soup in cold weather is appreciated.

200 Km Ride

50 km checkpoint – bananas, fruit loaf/coffee scrolls, cordial, hot drinks

100 km checkpoint – bread and toppings, cheese, salad for sandwich fillings, banana and/or oranges, cordial, hot drinks. In colder weather soup and/or pasta is a good idea.

150 km checkpoint – bread & toppings, fruitcake, jellied fruit in hot weather, bananas, cordial, hot drinks.

200 km finish. Creamed rice, oranges, canned fruit, cordial, hot drinks

300 Km Ride and longer

On longer brevets of 300km and greater the same sequence of meals as for the 200km brevet is recommended with similar meals varied at other checkpoints.

At every checkpoint a variety of foods should be made available, and on longer rides the emphasis needs to be on easily managed small meals with reasonable choices.

On these rides it is also preferably to schedule a meal before darkness and every 4 hrs or so after that. This meal should consist of such food as pasta and sauce, creamed rice, canned fruit, cordial, hot drinks, cake, biscuits.

Support is only allowed at checkpoints. Support teams endeavour to support all riders, but if this becomes impractical, should support the slower riders first. This should be explained to riders at the time.

When planning how many support teams will be needed, consider “leap frogging” cars to cover checkpoint opening times. Whilst NOT providing total Sag wagon facilities, all support cars vehicles should have provision to carry bikes and riders in case of emergency. Organisers may choose to carry items for riders between checkpoints.

Appendix 2: Guidelines for route planning

1. Choosing the route and date

Where possible, rides should be on sealed, secondary roads which have low to medium traffic flow. It is preferable to avoid major Highways and other roads carrying heavy traffic. Ideally, they would have sealed shoulders in good condition. In some cases it may be safer, but less pleasant, to use the roadside lanes on freeways, in preference than narrow, crowded minor roads. Amongst heavy or fast traffic, Left turns are generally safer than Right turns. Many riders find that edge lines and easily navigable routes aid night riding.

Riders should be warned when a route contains **Extreme terrain**. Possible adverse weather or peak traffic conditions (holidays, beach, snow, festivals) should be considered when setting date and location. In particular, for rides that involve night riding (300, 400, 600km, etc.), the less traffic the better, as on-coming motorists can be slow to dip their headlights. This can become a real danger to a fatigued cyclist. Many organisers prefer to organise rides with significant night-time riding close to the full-moon.

The route should be simple and easy to follow - an Audax ride should be a test of a cyclist's fitness and not a test of their navigational or map reading skills.

2. Locating the Checkpoints

Checkpoints should be established approximately 40 to 80kms apart (as well as at the start/finish of the ride) and are best located in towns, near shops, public toilets, drinking water, a light at night and under shelter. Consider using shops, milk bars and roadhouses for the less essential checkpoints. You may wish to contact the proprietor before the ride and advise them of the riders' arrival. Most will be more than willing to help.

Route layout should not encourage shortcuts. Secret checkpoints can be placed strategically for this purpose.

3. Distance and times

Checkpoint opening times for most road rides are calculated at 30 kph average & closing times at approximately 15 kph average speed. Dirt Series rides have lower average speed requirements.

The maximum time limits for each distance are as follows (see section 4 of the Audax Ride Rules):

| | |
|--------------------|--|
| 200km - 13hr 30min | 1000km - 75hr (1 st 600kms 40hrs; last 400kms 35hrs) |
| 300km - 20hr | 1200km - 90hr (1 st 600kms 40hrs; 2 nd 600kms 50hrs) |
| 400km - 27hr | |
| 600km - 40hr | |

For distances of 200kms and longer, the distance should be as close to but not less than the stated brevet distance. Be careful when planning the route, because under the international rules **no extra time is allowed for any extra distance**. For example, the maximum time for a 200km event is 13hrs 30mins; likewise, the maximum time for a 215km course is still 13hrs 30mins.

For distances less than 200kms, different rules apply for calculating the maximum completion times. We recognise the fact that in Australia with our sparse population, it is difficult to organise rides where there is exactly 50kms or 100kms between towns. Therefore, extra time is allowed for the extra distance. **The maximum completion time** is calculated by dividing the total ride distance by 15kms per hour,

Maximum time limit = $\frac{\text{distance (kms)}}{15\text{kms per hour}}$

For example a ride of 125kms will have a maximum time limit of 8 hrs 20 mins.

Ride distances of 50 to 99 kms are recognised as 50 km rides, ride distances of 100 to 149 km as 100 km rides and ride distances of 150 to 199kms are recognised as 150km rides.

Appendix 3: Example of ride information

Information provided to riders in advance of the event or at the event should contain:

- Starting location for the ride (reference to railway stations, street directory coordinates etc are useful) and registration time.
- Route instructions (road names and turn instructions, intermediate and cumulative distances, location of checkpoints, any other information pertinent to ensuring that riders do not get lost, and location and nature of any hazards on the course – unsealed sections of road, pick-a-plank bridges, steep descents, etc)
- A marked-up map of the course
- Contact details of the organiser – mobile phone number, address
- Instructions for returning the cards at completion of the ride (see sec. 4.2)
- Brief summary of the lighting rules and other rules – at a minimum, a reminder to ride only two abreast, to use hand signals and to obey all traffic signals is recommended
- Details of support, if provided.

There is no minimum standard for route instructions, but organisers should aim for best practice and consult with more experienced ride organisers if uncertain.

Appendix 4: Forms

Excel versions of these forms are available on the Audax web site at <http://www.audax.org.au/organiser.htm>

AUDAX AUSTRALIA RIDE SUMMARY SHEET

| | | | |
|------------------------|--|-------------------|--|
| Ride Organiser: | | Ride Name: | |
| Date of Event: | | | |

| Last Name | First Name | Distance (km) | Elapsed Time (eg 2h05, 11h34, etc) or DNF | Brevet Fee | Temporary Membership - all non-members \$5 | Medallion \$10 each | Cloth Patch \$5 each | TOTAL PAID |
|------------------------|------------|---------------|---|------------|--|---------------------|----------------------|------------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Total fees enclosed \$ | | | | | | | | 0 |

IMPORTANT -

Advise all riders to return their cards to you within 7 days of ride finish. Within 14 days of the ride please send all cards, this summary, and cheque for payment to: [State Brevet secretary address]. If possible please email this summary form in advance of the cards to [State brevet secretary email address]. Note: late results will not be ratified.

RIDE REPORT

Name of Randonnee: _____ Date: _____

Start/Finish point _____ Distance _____

Total number of starters _____ Total Finishers _____

Total Audax Members _____

Weather conditions _____

General comments _____

Were there any incidents, accidents?
Please detail and send urgently (preferably by email) to Brevet secretary & Regional President

Is there a preferred date or idea for making the ride a greater success next year?

Ride organiser & support crew
Name _____ Address _____ Postcode _____

Please complete this report and attach a copy of the ride map, instructions, and any prior publicity leaflets and forward to the Brevet Secretary.

Appendix 5: Fatigue management

- The three most significant areas where fatigue impacts on Audax are:
 - tired cyclists on the road
 - tired cyclists driving home after a ride
 - tired Ride Organisers or supporters driving between checkpoints or driving after a ride.
- In order to minimise risks associated with fatigue, Ride Organisers should:
 - provide reasonable sleep facilities for riders during a ride, particularly a ride which extends through the night
 - this can range from proper sleep facilities on longer rides (eg, youth hostels, motels) to basic warmth and protection from the elements (eg, a blanket and a pergola or back of a car)
 - it is recognised that it may not be possible to provide sleep facilities on unsupported rides. In this case, full information should be provided to riders so that they can make their own assessments and arrangements.
 - provide reasonable sleep opportunities for riders after a ride, to encourage them to rest before driving
 - encourage ride helpers to properly manage fatigue, by encouraging adequate sleep and encouraging two drivers per car on longer rides, especially rides which include nights
 - encourage ride helpers to use both naps (10 to 40 minutes) and longer sleeps (90 minutes and above) as means of reducing and managing fatigue.
- Ride Organisers should note that fatigue intensity will depend on:
 - the length of the ride, reflecting time on task
 - time of day, reflecting circadian rhythms
 - the primary circadian trough (lowered alertness) occurs in the early morning (approx 2.00 am until 6.00 am)
 - the secondary circadian trough occurs in the afternoon (approx 2.00 pm until 4.00 pm)