



RULES and GUIDELINES for Organisers

There is a format issue with this document. Some blocks of colour appear for an unknown reason. However the substance of the document is unaffected. John Houlihan

All TCA affiliated event organisers are expected to run their events within the rules and guidelines enclosed herein.

These rules and guidelines are designed to help you organise events effectively. Remember, the way your event is experienced by competitors and landowners (ie the people who own the land we ride on) determines the sustainability of mountain bike orienteering.

There are many points that you may not agree with, but we ask you to stick to the contents as currently set out. Our sport is growing and the rules will develop to reflect this.

Competitors are asked to read this so that an understanding of the commitment made by organizers to run events is understood. If you find an event unsatisfactory, we ask you to complete an event evaluation form and forward it to the committee. Issues can then be dealt with in a constructive way.

If you have any ideas you feel may help the sport, let the TCA know. It's your sport. Your ideas keep it growing. Let the committee have them.

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The Trail Cyclist Association (TCA)

What is the TCA?

The Trail Cyclist Association (TCA) is the National Governing Body for Mountain Bike Orienteering in the UK. As such, the TCA promotes Mountain Bike Orienteering in its various formats by coordinating National and Regional Leagues. The TCA also holds an annual national championship weekend.

The TCA is made up of individual members who compete and affiliated clubs/members who organise events. Affiliated clubs/members are the only persons allowed to organise TCA sanctioned events.

The TCA also allows day membership to participate in events. Day members do not classify for National or Regional Leagues.

Brief History

It is believed that the first mountain bike orienteering event in Britain was held in the Forest of Dean in May 1991. During 1992 a number of clubs and organisations expressed an interest in holding events, resulting in the formation of the Trail Cyclists Association to launch and coordinate the Trailquest League for the 1993 season.

By the end of 1995 the Association had 12 affiliated clubs organising some 20 events, and had built a membership of over 400 regular competitors. In 2000 the TCA had 32 affiliated clubs and 690 members with over 10000 Trailquest rides

Event formats

The TCA seeks to promote high quality events that involve mountain biking and navigational skills.

These broadly fall into 3 categories: Trailquest, MTBO, Randonees.

The TCA does not support events that do not conform in whole or in part to the cycle racing on highways regulations 1960 i.e. events with a fixed or limited routes along public roads or byways.

Trailquest (TQ)

Trailquests are navigational events undertaken on mountain bikes. They are designed to test route making and route finding skills, as well as those of bike handling and of fitness. They are NOT races or time trials, but challenges.

TQ's usually use Ordnance Survey (OS) maps scale 1:50000 and 1:25000.

Trailquest events should be planned so as to avoid any possibility of being regarded as a race or time trial. Generally checkpoints are given differing values and distributed throughout a set area. A time limit is imposed. Cyclists then plan and navigate their way around their chosen route, visiting **checkpoints** in any order, collecting points as they go. Penalties are deducted for those returning late. These events are usually 2 to 5 hrs long. Winning competitors are decided on points scored.

MTBO events

MTBO are also navigational events undertaken on mountain bikes. They are designed to test route making and route finding skills, as well as those of bike handling and of fitness.

MTBO use either Orienteering maps or modified OS maps in order to give the rider more information. These events are often less than 2hrs long with the emphasis on speed and super fast navigation.

They are often **point-to-point** races with controls visited in a fixed sequence. For this reason care must be taken so that MTBO's do not break the racing on Public Rights of way rule.

Spanish events are where you must get all the **checkpoints but in any order**. Some MTBO's use Spanish Score.

NOTE there is a separate booklet 'tips for organising an MTBO event', which incorporates International Orienteering Federation (IOF) MTBO rules.

Randonees

Non competitive events where cyclists follow a fixed route, given by description in words or on a map. The challenge is to complete the course. Food stops etc. may be provided en route.

Affiliation to the TCA

Clubs/Members wishing to organise events must affiliate to the TCA.

All clubs affiliating to the TCA agree to follow the rules and guidelines set out in this document.

Club affiliation - What you get from the TCA

Subject to the rules enclosed herein, the Trail Cyclists Association offer the following facilities for affiliated clubs:

- Full organiser civil liability and rider to rider 3rd party insurance cover for TCA approved events.
- Publicity for your events through distribution of the TCA Calendar and Monthly Newsletter.
- Supply details of your events to appropriate cycling / orienteering magazines.
- Publicity of your events on the Trailquest web site.
- Provision for an information service in the monthly TCA newsletter.
- Access to TCA Sport Ident kit. Contact sportident@britishmbo.org to book. National events take precedence, then its on a first book system.
- Provision of advice and support to event organisers, including seminars and workshops to disseminate good practice.
- Provide clubs where appropriate with feedback about their event(s).
- Receive a copy of the TCA Organisers Newsletter, published after each committee meeting updating of how Trailquest is developing as a sport.
- Send reminder to pay club affiliation fees for the following year (usually August/ September) as directed in the club newsletter before applying for event approval for the following year.

Club affiliation - What the TCA expects from an affiliated club

The Trail Cyclists Association will, in return, expect affiliated clubs to:

- Complete a club affiliation form and send it with the current affiliation fee to the TCA membership secretary.
- Provide the TCA with advance information (at least 6 weeks) about your events using the 'proposed event form' to gain event approval for each event. Send to events@britishmbo.org
- Await event approval before distributing event Flyers and ensure Flyer conforms to the TCA standard.
- Organise events following the rules and guidelines as set out in this document 'Guidelines for Organisers'.
- Complete and supply the TCA with an event Risk Assessment form 2 weeks prior to the event.
- Allow TCA members reduced entry fees to events (as their insurance costs are already covered)
- Promote the TCA on the day of an event (literature supplied by the TCA)
- Complete event details form and pay event levy and insurance fees to TCA treasurer within 4 weeks of an event, treasurer@britishmbo.org.
- Send a copy of results for regional and national series events (incl. TCA numbers) to TCA results secretary, within 2 weeks of an event. results@britishmbo.org
- Agree to comply with the guidelines set out with reference to sponsorship of national or regional event series. (If applicable)

Statement of fairness to affiliated clubs

The TCA aims to promote high quality events run by affiliated clubs.

The TCA will support all clubs in their efforts to provide recreational and competitive riding. Clubs should recognise that the market is limited but growing and that there may be a need for some compromise of proposed events.

The TCA undertakes to treat all its affiliated clubs with equal status. Proposals for events are considered on an equal footing. In the case where the proposals of one club are to the detriment of another, the TCA will ask the interested parties to compromise. If this fails, then a decision will be made that is in the best interest of the TCA members. This decision will not be based on the personalities of the clubs involved.

Pre-booking weekend or days prior to the commencement of the Calendar procedure as set out in the **TCA Calendar consultation procedure Section** is seen to be unfair and will not be considered.

Affiliated clubs (especially newly affiliated clubs) should recognise that some areas of the country are more frequently used for events and that conflicts may occur between two clubs wishing to use similar or very close areas. Compromise will need to be agreed.

A guiding principle here is do not do anything that may affect another organiser without discussing it with them or a TCA committee as a third party first. Would you be upset by similar plans?

It is good practice to liaise with clubs already running events in an area before applying for TCA event approval.

If a conflict still occurs the TCA may ask one of the organisers to consider a different event location and or date, given that there are many possible event areas. If this is not possible then cancellation of plans may be the only option.

Generally organising clubs with a proven record of running high quality events will be more likely to be successful than those who are less organised or inexperienced.

In the first year of affiliation, clubs will normally be involved in organising their events on a **stand-alone** local basis. In the second and subsequent years of affiliation, clubs may wish to put their events forward for inclusion in the local leagues and /or national leagues.

Organising an event

The organisation of an event falls into two broad categories: the House Keeping and the Competition Planning.

What is House Keeping

The House Keeping is the **administrative** side of an event. It takes a long time and the competitors do not see this work. You will spend time looking for event centers, contacting landowners, first aiders, Police, etc, but first of all seeking TCA approval.

This is the stuff that means our sport has a deserved reputation by many groups whose land we use. If you ignore this planning process you will not be welcome back by the local community or the TCA.

The table below outlines the **calendar** for organising an event. This is a simple representation of the tasks required. By following this list you will be able to organise an event and avoid any major disasters.

- | | |
|---------------|--|
| 6 months | Confirm suitable areas, check suitability of maps,
Apply for TCA event approval on TCA form and book SI Kit.
Gain outline permissions as appropriate. |
| 5 to 3 months | Book event centre and arrange car parking.
Liaise with all persons / organisations on the consultation list.
Visit County Hall/National Park offices to check unclassified roads on the highways map and routes on the definitive map. |
| 3 to 2 months | Survey the trails in the event area
Identify suitable control sites
Prepare and print event leaflet and send to TCA for distribution
Inform magazine calendars
Recruit potential helpers
Ensure supplies of SI Kit/ punches, control flags, control cards
Decide on prizes / awards / refreshments. |
| 2 weeks | Complete and send TCA risk assessment form. |
| 3 to 1 weeks | Collate entries. Make out control cards
Prepare maps references, control descriptions, master maps, and map correction maps.
Print maps if using preprinted maps. |
| Day prior | Put out control flags / SI boxes (allow 20 minutes per control)
(got as many helpers as possible here. Pre-taping control sites will help)
Event Day Put up roads signs and car park signs
Put up registration toilets and start / finish signs
Set up registration desks and brief helpers
Set up start and brief start team
Post map corrections and master maps (if being used)
Brief finish and results team
Set up results string. Sort out prizes
Collect control flags |

+1 to 2 weeks Send letters of thanks where appropriate

- Collate, check, print and post results incl. TCA numbers Send results to competitors
- Send results & event report to T.C.A Results Coordinator / Web site manager/ **publicity manager**
- + **2 / 3 weeks** Send levy and insurance fees to the TCA using the standard or before form provided.

What is Competiti on Planni ng

This is the part of the planning process the competitors interact with, the part of your work that you will be judged by when it is all over. Competitors will judge you by:

- Quality **of the** pre-printed maps or master maps.
- Was it possible to navigate straight to the controls from map information only.
- Location of controls on the day, ie are they in the right place.
- Accuracy of control descriptions ie if control is stolen, will the competitors still be looking for it.
- Route choice in event ie are there a variety of potential route choices that are sensible
- How much of the event was **essentially** road riding.
- Was the start and finish clear of fellow competitors allowing fast finishing. ie don't put the finish desk in the hall next to the queue for refreshments.
- Were the results **promptly** displayed

As well as many other subtle and personal criteria. As long as you address the main issues, competitors are extremely **grateful** to organisers.

The House Keeping Procedures

TCA event appr oval

All events that are run under the auspices of the TCA must receive event approval. This must be done separately for each event.

Approval can only be gained after a completed event application form has been sent to the events secretary, When an event is approved you will issued with an event approval form and a copy of the TCA insurance document specific to each event.

In the rare instance that an event does not get TCA approval, the TCA will provide in writing the reasons for refusal. These issues must be addressed before the form is resubmitted.

Events will normally be approved unless:

- **You** are not an affiliated club
- event clashes in time and / or location with a previously approved event
- **You** have organised previous poor quality event(s) which has brought the sport a bad name
- **You** have failed to implement improvements, in quality, to your event despite being given advice on how to do so as a result of feedback from members via the TCA event evaluation procedure.
- **Permission** has not been obtained from relevant private landowners typically Forest Enterprise / Water Boards etc.
- **You have failed to provide a Risk Assessment Form**
- **Previously** approved Calendar events have been cancelled.
- **Failure** to pay TCA levies and insurance fees within 3 weeks of the event
- **The** event area is considered to be overused for events.
- **The** event is deemed to be not in the best interests of the sport.

Event approval is given for the event as detailed on the event application form. You must inform the TCA of any changes in good time for the event to be approved. Failure to do so may result in the event losing approved status ie Non Approved. If your event becomes Non Approved you will be informed by letter and your event will no longer be insured, the TCA will not advertise the event or distribute your event literature.

Non-approved status will normally be automatic if any of these details change,

- Event date
- Event location
- Event boundaries

Non-approved status is not automatic if other event details change. However you must inform the TCA if any event details do change.

If your event becomes non approved you may apply for re approval or appeal to the TCA committee.

Event consultation

The importance of good public relations cannot be over emphasised, and is an essential requirement if an event is to gain TCA event approval.

Although this task can be onerous, if started in plenty of time, then any disquiet can be met without the possibility of a last minute change to the event plans.

You should therefore contact the following preferably 6 months or at least 3 months before the event, with reminders to landowners one week beforehand if appropriate.

- a. County Council Rights of Way Department and Countryside Department.
- b. District Councils and Parish Councils and any Footpath Officers
- c. Police
- d. Country Landowners Association (CLA) Regional Office (Head office 0171 235 0511
- e. National Farmers Union (NFU) Regional Office (Head office 0171331 7391)
- f. English Nature / Countryside Council for Wales for SSSI's
- g. Individual farmers/ landowners as appropriate.
- h. National Trust
- i. National Parks
- j. Forest Enterprise
- k. Owners of the event centre.

a. Usually consulted with respect to rights of way, green lanes etc. You may need to deal with both the highways department and the rights of way officers. The best approach is to ring the County Council offices and ask **whom** to write to. You will need to ask to see the definitive mapping to check any unclear lanes and rights of way. You may discover the OX mapping to be incorrect. You may be surprised to find legal routes not even marked on OX mapping.

N.B. National parks hold the definitive maps for the rights of way within their boundaries.

b. Out of courtesy you should write to the secretary of all district /parish councils within your event area. Typically you will receive 0 -2 replies asking for more details. Remember PR goes a long way.

c. Currently you must write to the local police informing them of the event. They should reply within 10 days, usually advising you that they do not think the event is a good idea. **(The situation may change)**. Consider asking for police slow signs to be put out near the event centre.

d. & e.

Current thinking on the detail need to be provided to C.L.A. and N.F.U. is:

1. The date of the event.
 2. Proposed start and expected finishing times
 3. The event centre
 4. A contact telephone number and address for the organiser
 5. An estimate of the numbers taking part
 6. The limits of the event area given by either road numbers and / or grid lines.
 7. A copy of the TCA approval form
- Contact should be made with farmers whose farmyard lies on a road, lane, RUPP or bridleway which is likely to be used as a frequent route on the event.
 - If a **checkpoint** is to be placed near to a farm the farmer should be consulted
 - Where a route is particularly sensitive then an alternative may be agreed by the organiser/ farmer.
 - Where a farmer is absent what is the best way to make contact? is it acceptable to leave a note ???
 - Any feedback from the event should be made via the regional NFU office to the event organiser who will agree on a way forward should any problems have arisen.

f. Out of courtesy you should write to these organisations if they deal with land over which the cyclists will pass. They will advise you as to their opinions, you may need to change plans in the light of comments.

g. Individual farmers are usually helpful if informed of the event. They will complain a lot if you do not inform them, and if they think your riders have left gates open etc.

h. The national trust must be informed if you are crossing their land. The response you get will vary from area to area. The N.T. do have wardens that can advise you and will if approached in the correct way speak to tenant farmers on your behalf.

i. The national parks have wardens who can help you plan your event. They will be able to tell you who owns a particular area of land etc. Write early to give time for consultation and be prepared to relocate **checkpoints** if advised to.

j. You must complete a Forest Enterprise form (copy in the white section or get one from the F.E offices.) They will charge a fee usually per head based on the area of forest to be used and the event duration. Try to negotiate if you are not happy with the price.

k. Book one early, maybe a year in advance. Look around the event area leisure centres, schools, and village halls are the most likely locations. Pubs can be satisfactory if they will hire you a big enough room.

Summary of event standards

The TCA has 3 event Standards Categories 1, 2 and 3.

Category 1 is the highest event standard and is mandatory for National events, Category 2 is mandatory for Regional events and Category 3 is designed as a first step in event planning and hence may be used for local events only.

We have adopted a category system because you may wish to organise a regional event but apply Category 1 standards to it. Thus competitors and organisers know what is expected at an event. An outline of event standards are / is as follows.

- mandatory
- D desirable
- O option
- NA not applicable

Event feature event type	Category 1 (national)	Category 2 (regional)	Category 3 (local)
Event consultation completed	•	•	•
Event centre in building	•	D	O
Toilets available	•	D	O
Adequate car parking	•	•	•
Event direction signing	•	D	O
TCA standard control description	•	•	O
Pre marked maps	•	D	D
Master maps with corrections	•	D	D
Grid references plus master maps	NA	NA	O
Finishing funnel	•	D	O
Covered area for marking maps	•	•	O
Use standard entry form (SEF)	•	•	•
Pre entries	•	•	O
Entry on the day	O	O	O
Refreshments - stated on event leaflet	•	•	D
Local accommodation list	•	D	O
Prizes /awards	O	O	O
Results string	•	•	•
Use TCA classes	•	•	O
TCA competitor rules for events	•	•	•
TCA guidelines for resolving ties	•	•	•
Follow TCA sanctions for 'cheats'	•	•	•
Produce results within 2 weeks of event	•	•	•
Results to include class% for leagues	•	•	NA
Use tyvek control cards	•	•	D
Use SI Kit	•	D	O
Inform TCA of result within 2 weeks	•	•	NA
Provide safety cover for the event	•	D	D
Provide first aid cover for the event	•	•	•
Use of marshals at some check points	O	O	O
Have available TCA event evaluation sheet		•	•
Pay relevant fees to TCA within 4 weeks	•	•	•
Event reports for TCA within 2 weeks	•	•	O
Follow TCA guides for insurance procedures	•	•	•
Post event comment form to TCA	•	•	•

Insurance and Risk Assessment

For TCA approved events insurance of £5,000,000 for legal liability for damages and costs arising out of third party loss, injury or damage and £100,000,000 for damages and legal costs arising out of death or bodily injury. Insurance is required by all major land owners, national parks etc.

You must complete the TCA **Risk Assessment Form** and send it to the TCA two weeks prior to the event. Failure to do so will mean your event becomes Non Approved.

Current TCA Insurance (From the document)

The TCA hold a Civil Liability Insurance policy arranged via Messrs Perkins Slade Ltd.

"the liability cover includes the Association, Events, Newsletter, Committees, Officials, Clubs, Members (Full & Day as declared) and voluntary helpers."

Civil Liability is a very wide wording that includes Public Liability (damage to third party property or persons), Product Liability (goods supplied), Errors & Omissions (advice given or not given), Member to Member Liability, Trespass, Libel, Slander and all other matters under Civil Law. Voluntary Helpers and the Interest of Principals are also included within the insurance."

Insurance requirements for organisers and members

"Every incident, particularly those involving personal injury, must be reported to the claims department at Messrs Perkins Slade immediately it happens and they, together with the TCA's insurers, will advise as to the appropriate course of further action."

All this is tied in with changes to the Civil Justice System, known collectively as the **Woolf Reforms** the purpose of which is to speed up the process of dispute resolution and to render litigation as a last resort. Strict timetables are now in place to direct the handling of claims.

"The TCA's affiliated associations and clubs should be aware of this information so as to ensure that all members are fully conversant with the new procedures".

Organisers need to pass these words of wisdom on to their own event participants / helpers.

On a practical level organisers are required to:

1. Display the yellow insurance notice supplied by the TCA on their finish desk.
2. Keep an accident report book and record all details of any incident reported **to them**, including time date and claimants name and address.
3. Within 24 hours of your event inform a TCA committee member of the report.

Maps

Mapping techniques are dealt with in the **Competition Planning** section, outlined here are the logistics of using third party maps, which ones to use and why.

The most commonly used maps are printed by the Ordnance Survey (OS). OS **1: 25000** mapping is used for events, these are the Pathfinder, Explorer or Outdoor Leisure series. These are considerably more detailed than the **1: 50000** Landranger maps, and in particular show hedge, fence & wall detail. However, most Pathfinder maps are woefully outdated especially in forested areas, and organisers will need particularly to survey all tracks and inform competitors of any anomalies via "map corrections".

Landranger **1: 50000** maps are suitable for most events.

Map corrections should always be displayed, regardless of the map chosen, at the event centre or overprinted on pre marked maps.

Other maps available include some of the Harvey's maps, and some Forestry Commission maps. Orienteering maps are generally scale 1:10000 or 1:15000 and are suitable for 1 or 2 hour events.

OS maps: using the TCA copyright licence

To produce preprinted maps and master maps it is probably better to use the TCA License.

The outline of the TCA license agreement with the OS is as follows

- you can make unlimited copies 1:50000 and 1:25000 maps up to A3 size so long as there is no financial gain direct or indirect.

-Financial gain is defined as 'where you or any third party receive any revenue for the publication including indirect or direct revenue or benefit from advertising.' This is the scenario we have when a sponsors logo or

address / contact details on the event map. (**Do not put them on the map** if you **are** using the TCA license.)

-If you consider that financial gain applies to you then you must apply for your own license (see - each application is likely to attract a license fee and each publication will be treated as individual products and therefore each will be subject to the minimum license fee **of £45.00 +VAT.**)

- You can include mapping on your web site or in brochures as long as they are not sold.

- The TCA will pay the license fee to the Ordnance Survey

- **Once you have paid your annual affiliation fee to the TCA you will receive a copy of the TCA licence with the licence number which must be included on the map.**

- You must include on the map copy a statement to the fact that 'the event is a TCA approved event' and preferably include the TCA logo as well

The exact wording with respect to the license must read on the map is as follows:

Reproduced from [*insert name and scale of map e.g. Landranger@ Manchester 1:50000 scale*] by permission of Ordnance Survey® on behalf of The Controller of Her Majesty's Stationery Office. ©Crown copyright [*insert the year of the publication of the O.S. map*]
all rights reserved. License number [*insert current TCA license number*].

FAQ about maps

Q: Am I correct in assuming that the TCA will be the nominated office and that clubs affiliated to us will be able to use the same license number?

Ans: The license will be for one organisation (the TCA). The fee is based on the number of offices. I see no problem if others (affiliated clubs) carry out some or all of the copying and your behalf. This should not increase the number of offices and the license fee should still be £45 + VAT.

Q: Copying for internal use as it applies to the TCA would be for event maps only?

Ans: Yes

Q: Must the TCA make it clear that maps may only be produced for use at trailquest events and for no other purpose, these map copies may not be sold at all?

Ans: You will be aware that cyclists do pay an entry fee to enter the event and that the map is provided only for those that have entered the event. Map copies must not be sold or used for any other purpose. The entry fee paid is not in exchange for the OS map so it makes no difference.

Q: Would you be able to issue us a license letter, which we take to printers, to prove that we have a license to make map copies?

Ans: **Yes there** is a clause within the license that covers this and states that by showing a copy of the license to the printer it proves you are licensed. (a copy of this license document is available from TCA committee on request).

The TCA will monitor the use of the license. If you do use the TCA license, you must forward a copy of your event map along with the event report to the event evaluation secretary

Should you prefer to get your own license then please refer to the appendices section **Dealing with the OS**

Choice of trails

Trailquests use a combination of the public rights of way network, unclassified highways, permissive trails or public roads.

The Rights of Way Network

Cycles may be legally used on bridle ways, byways open to all traffic (BOATS), and roads used as public paths (RUPPs).

Footpaths can only be used at the express permission of the landowner.

All the above are to be found on the Definitive Maps held by the Local Authorities, and it is advisable to check key routes with the Definitive Map, as these are being constantly modified. This is particularly important with RUPPs, as these are now being phased out.

Unclassified Highways

These will be shown as "white roads" on Ordnance Survey maps, and there is no way that an organiser or competitor can tell from the map whether they are public or private.

It is therefore ESSENTIAL that organisers transfer information on these public highways from county highways maps onto master maps for use by competitors at the event centre to avoid the potential for using private routes.

Permissive Roads, Tracks & Trails

This may include farm roads and tracks, private forestry shooting or water authority tracks as well as the occasional public footpath (let the local "Ramblers" know!), all of which will require landowner permission. Many events will also use Forest Enterprise woodlands, which will require a formal application for use. The local forest manager will advise you of any other **permission that** may be necessary.

Equipment required by organisers

Control markers, each with an individual code.

Control punches **or TCA SI Kit**

TCA Tyvek control cards for competitors (available from the committee)

Control description sheets for competitors

Display maps showing out of bounds, legal white roads and permissive trails. Minimum of one map per 25 competitors

Entry and start sheets

Pre- marked maps and/or map references and plastic bags for each.

Provisional results "string" and stapler and spare staples

Start /finish clocks plus synchronised backup.

Signs for car park, start, finish, toilets & road direction signs

Pens to write on control cards

A **money** / **cash** float

Refreshments, prizes and toilet paper

First aid

A qualified first aider or St Johns member should attend the event centre. Also know of the address and telephone number of the nearest hospital, doctor or medical centre. Contact your local St Johns Ambulance office well in advance.

Event communication

All 5 hour events should have at least one and preferably three safety marshals at locations which are known to the competitors and easily found. These marshals should be in phone / radio contact with each other and with the event centre, and will record the passage of competitors during the event.

Organising team

A minimum of six persons will be needed on the day depending on event size and format. You will need more helpers for entry on the day, and if not using premarked maps.

Registration 2 or 3, Car Park 1 to 2, Start & finish 2, Marshals 2 to 10

Help desk 1, Results 3 +, Refreshments 2+

Event day registration and start

Table 1 - Pre- entry control cards and on the day information

Table 2 - Entry on the day procedure (probable bottleneck)

Table 3 - Help desk also displaying TCA membership forms and other event Flyers

Table 4 - Start desk

Around the Hall - map corrections and out of bounds areas - allow a minimum one map per 25 competitors
Competitors may start when they are ready at one minute intervals. It is acceptable to send up to 3 teams away at once if a queue builds - but try and separate mates!

Issuing start times before the event requires more work as entrants need to be informed but reduces start queues and spreads the starters, (avoids the late start bulge)

Help desk

Experience has shown that there are beginners at every event. We recommend that you have a dedicated help desk where beginners can come for advice, tips and a bit of know how.

Other tips

- Plan your control values so that all similar valued controls appear together on the control card (if using them)- makes adding up easier
- Do not forget to punch a master control card before putting the check points out, so that you can check the punch patterns.
- Devise a way of keeping control card stubs in order, it helps to find them as the riders finish.
- Write score, penalties and totals on stub and put this on the results string.
- Expect challenges to the totals
- TCA has spreadsheets available to electronically work out points and penalties and sort classes. contact committee if you want to use it. Advice is 1 PC / lap top per 90 competitors, to avoid bottle neck(try solo on one, teams on another.)
- Expect a lull between last starter and first finisher, use the time to practice your results processing method.
- Expect early retirements.

TCA Classes

All championship events must use the following class structure.

Solo & Teams (2 competitors)

- A - Men 17 - 39 or Men's Team - combined age 34 - 79
- B - Women 17 - 39 or Women's Team - combined age 34 - 79
- C - Veteran Men 40 - 49 or Veteran Men's Team - combined age 80 - 99
- D - Veteran Women 40 + or Veteran Women's Team - combined age 80 -99
- E - Super Veteran Men 50 + or Super Veteran Men's Team - combined age 100 +
- F - Super Veteran Women 50 + or Super Veteran Women's Team - combined age 100 +
- X - Mixed (sex) Team - combined age 34 - 79
- Q - Mixed (sex) Veterans Team - combined age 80 - 99
- Z - Mixed (sex) Super Veterans Team - combined age 100+
- G - Generation Team (youth 12-16 & Adult 18 +)
- Y - Youth Team (both 15 or 16)
- T - Tandem - any age combination
- N - Non competitive any solo, pair, trio or family

Similar classes may be amalgamated at events if entry in any particular class is too low.

Event prizes

Vouchers and crystal glass goblets/glasses are popular, whilst trophies, shields and medals are appropriate. Bike bits are becoming less popular. Clothing and t-shirts can also be given. Consider certificates for those reaching target scores.

TCA League prizes

At the end of each season the TCA will provide prizes for overall winners in the various leagues. More details are given in the rules and guidelines for.

Prizes are typically cycling tops, engraved crystal goblets and glasses, sweatshirts and t-shirts. There are also category awards for reaching certain standards in events.

Recommended prize structure	number in class	number of prizes for that class:
	1-5	1 prize
	6-10	2 prizes
	11-15	3 prizes
	16-25	4 prizes
	25+	5 prizes

You can amalgamate classes to make viable competition on the day and for prizes. i.e. a single entry in class does not guarantee a prize for turning up.

Also do not combine inappropriate class e.g.. vet ladies D with mixed teams X does not give the vet ladies a chance.

Even if you combine classes on the day for TCA league purposes the entries should be split into the discrete categories.

Juniors - It is recommended that juniors aged 12-16 should pay half price entry fees.

Under 12's

Children in this category cannot be TCA members and should NOT be charged an entry fee. They ride entirely under the supervision of and at the risk of their parents. This should be made clear to the parents.

TCA Event rules

Trailquest is a young sport and the aim is to keep rules to the minimum to achieve good public relations, safety & fairness.

The prime rules therefore are:

1. Follow the Off road Cycling Code meticulously, particularly:-
 - a. by passing walkers and horse riders slowly and courteously
 - b. by closing all gates (even if half open), by not climbing walls / hedges.
 - c. You MUST NOT enter any Out of Bounds areas or tracks during an event, penalty **disqualification**.
 - d. The use of footpaths, private tracks or out of bounds areas will result in **disqualification** from the event.
 - e. Ride with the aim to leave no trace, by avoiding skidding and.
2. Do not do anything that you would regard as cheating if done by others. Teams MUST keep in voice contact (50m) at all times, including control sites & finish. Penalty for split control visits is **50% of total score**.
3. You MUST report to the finish - even if you retire.
4. The following equipment should be carried:
Helmet (compulsory), waterproof top, 1st Aid Kit, whistle.
Map & map cover, compass, watch, 2x50p for phone
5. Competitors must offer help to other competitors who are injured or in need of assistance. Compensation for time lost will be at the discretion of the organisers.
6. If a control is missing or located in the wrong place, do not waste time looking for it. Notify the organiser at the end of the event. If this is confirmed you will be credited with the points.
7. Any dispute will be **adjudicated** / **decided** by the organisers. Any appeal **may** / **will** be adjudicated by the TCA committee.

Tie breaking

In the event of two competitors in the same class gaining the same score use the following tie breaking system

- 1: Greatest number of high scoring controls,
- 2: Visited the most checkpoints (and back within the time limit)

3: Competitor not incurring penalties

4: Earliest starter

"time taken" should not be used thereby avoiding the "race / time trial" pitfalls.

Entry flyers

The TCA has a standard Event Flyer **which** / **that** contains the outline for an approved Flyer. Some parts of this TCA flyer must not be changed. This is so that important information appears on all flyers in the same place. Plenty of space has been allowed for your logos and individuality.

Every year we receive complaints from members that they do not know what to expect at events. The event Flyer should be designed to give all the relevant information needed to enter and compete in the event. Circulation is to members, and to others on request.

The number of copies to be sent for distribution to TCA members will be indicated in the current club newsletter.

Leaflets to be sent to the association mailing secretary (see last page) before 28th of the month 2 months prior to the event for e.g. event in June, send Flyers to arrive by 28th April

The leaflet should include:

- a statement that the event is approved by the TCA.
- a clear indication of reduced fees for TCA members. Preference is to show non-members as **adding** £2 rather than members paying £2 less.
- TCA event rules
- Event name
- Event date
- Venue (including grid ref)

- Event length
- Penalties for lateness
- Map format-preprinted /master maps or grid ref-details of map required
- Entry closing date
- Local rules
- Start times/period
- Classes
- Brief description of event area
- Required equipment
- Organisers address
- Entry fee
- Local accommodation
- Shower availability
- Toilet availability
- Type of refreshments
- Prizes
- Availability of entry on day?
- Car Parking
- Event signed from
- A statement to be wary of other road / trail users.
- An entry form should be attached for use by non TCA members
- If no confirmation of entry is to be made, then this should be made clear.
- If an SAE is needed for pre event details / results this should be stated.

(continued)

If your Flyer is insufficiently detailed or is unclear or indicates poor planning it may be returned to you. If you are not sure send copy to the TCA event secretary for advice before you copies printed. Do not send Flyers to the mailing secretary unless you have received event approval for the event.

If you are running a series of events or local league then the TCA will distribute your series/league Flyers as well providing:

1. All the events in the series have gained TCA event approval status.
2. You still intend to produce individual Flyers for each event or are prepared to re-supply the original entry forms for each events. (We get members joining throughout the year, if you send a Flyer out in January. a lot of new members will not have a copy).
3. Your leaflet does not contain advertising for holidays / non TCA approved events or other activities.

In the case of 3. you can ask in advance for this type of information to be included in the mailing, but this is done by prior arrangement with the TCA committee and not by a phone call the day before you send it. A fee may or may not be charged for distributing such material. This is at the discretion of the committee. If such material is supplied expect to have your Flyers returned. (The TCA promotes Trailquest type navigation events not any activities that it's affiliated clubs organize)

Competition Planning

This is the part of the planning process the competitors interact with, the part of your work that you will be judged by when it is all over.

Planning Objectives

Planning the event well is crucial to a successful event. The event planner should have the following objectives in mind when deciding the siting of control points:

1. To scatter the competitors as widely as possible.
2. To ensure that there are many potential overall route choices
3. To provide several route choices between potentially consecutive controls.
4. To give plenty of opportunity for the less skilled entrants to visit a satisfactory number of controls, while providing a tough challenge to put pressure on the high performing competitors.
5. To ensure that there are no obvious illegal shortcuts which may tempt the less scrupulous competitor. (Unless you can have a marshal for the whole event period)
6. Trailquesting is all about navigation and route choice, and control sites should be clearly and quickly identifiable by competitors.

When you have planned your course and check point values ask yourself or a friend:

- Is there an obvious route around the course? (Lack of route choice?)
- Is only an obvious route between adjacent control sites? (Poor control siting?)
- Are there too many check points? (Optimum route choice becomes a lottery)
- Are the control sites too far apart? (Even the best only get a few)
- Is the event area too small? (The best will get them all before time limit)

If the answer to any of these questions is YES, think again about the course.

Event length

The usual time for a Trailquest is 5 hours.

Shorter events are becoming more popular with 1 and 2 hour events being planned to complement Foot orienteering events.

Some longer events have shorter courses for the less active / fit / keen / family. This is to be encouraged because / as newcomers find 5 hrs events rather daunting.

In short there are no limits on event length, some organisers plan 2 day events.

Variations on the theme

In Spain they run score type events in which you must locate all the check points but can choose the order in which you collect them.

Controls and control siting

Well thought out and researched control sites are an essential ingredient for a smoothly run event.

It is advisable to mark locations with tape and appoint someone to check the correct siting of controls.

If using grid references get some else to check the references.

The usual design for a control "flag" is the use of a 20cm x 20cm square of Correx, with one diagonal white, and the other red.

The following checklist should be thoroughly understood:

1. Controls should be sited on unambiguous features, easily seen on the ground, and ideally also identified on the map.
2. No similar feature should be found within 200m, unless they can be clearly distinguished from each other. This is particularly true of trees, bushes, crags or track junctions in complex path areas.
3. Controls should be generally sited within 10m of the trail, although further is acceptable providing the feature can be easily located.
4. On areas used regularly for events, no feature should be reused on consecutive events, and any reuse of a feature should be avoided.
5. Linear features such as ditches or fences should only be used when they meet, cross or converge with the trail.

6. In area prone to vandalism, it is acceptable for controls to be out of view, providing a marker tape confirms the location, and the control description is clear and unambiguous.

7. Many organisers use coloured tape to help competitors identify control sites. This is particularly useful where the control is not trackside. The tape then lets the rider know he has located the correct spot and must now follow his control description.

Control descriptions

Control descriptions make or break the quality of an event. Your course may be excellent, the terrain fantastic, the event centre of the highest quality, your maps laser printed to original quality, it may even be sunny.

All this will count for nothing if the competitors are frustrated by having to "hunt the punch" because they have not been given the information they need.

Accurate and unambiguous control descriptions are surprisingly difficult to produce. The competitor must be able to ride to the location designated by the center of the control circle, then find the punch by reading your description.

The control description sheet should have:

- a. The control number (To correlate the map and box on control card)
- b. The control site. e.g. Track/path junction
- c. The location of the control, giving, bearing, distance and elevation from the trail. e.g.. Fence/Stream Crossing - 5m SW . Use compass bearing do not use *left* or *right*, avoid *along* use *up slope* or *down hill*.
- e. Grid references (if being used) to enable a check of the control position
- f. The control site value.

Remember that your control description must lead the competitor to the exact spot the control is located. In the event that the control is stolen or put out in the wrong location, the competitor must be in a position to decide it is missing and not merely "difficult to find".

Highly visible controls are an added bonus. However marker tape may be removed, leaving the control difficult to locate if the description is ambiguous

For example, a control is located at the end of a track in a forest, the description is

"Track end, 2m north, tree"

This description has identified the map feature, given the distance, direction to the control and identified what the control is attached to.

The following gives an example of what appears to be a reasonable description:

"Track end, tree"

The organizer may feel this is adequate since once at the end of the track, he intends the control to be visible when it is put out.

What would be the result if the control is put out by somebody different and is not visible, or is stolen or put at the wrong track end by mistake. The competitor will get to the track end by reading the map but be virtually surrounded by trees and would have no idea how far into the forest the control is. The control is located on a tree. The ambiguous control description has turned a good control location into a lottery due to a poor control description.

Having your controls checked by a third party on the ground is always advisable and should be done well in advance of the event.

Control descriptions must be on pre-marked maps and given on a separate sheet. The competitor must have the choice of which one they use.

This is a 5 hour event.

Penalty deductions for lateness are:

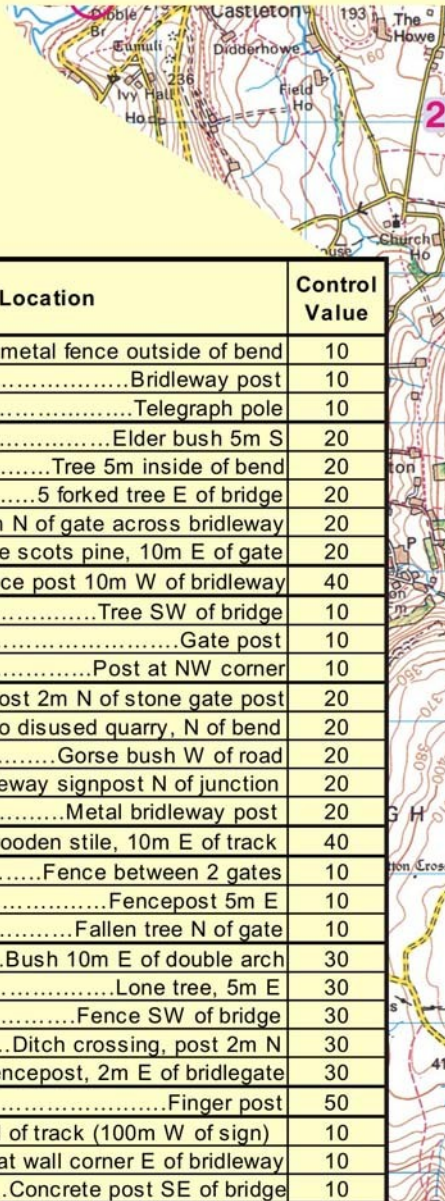
1 to 5 mins: 1 pt/min

6 to 10 mins: 2 pts/min

11 to 20 mins: 5 pts per min

21 to 30 mins: 10 pts per min

More than 30 mins: All points lost



Control Number	Map Feature/Control Location	Control Value
1	Byway bend.....Red metal fence outside of bend	10
2	Bridleway junction.....Bridleway post	10
3	Gate on bridleway.....Telegraph pole	10
4	Edge of wood.....Elder bush 5m S	20
5	Bridleway bend.....Tree 5m inside of bend	20
6	Bridleway - bridge over stream.....5 forked tree E of bridge	20
7	Edge of wood.....Fence post 5m N of gate across bridleway	20
8	Bridleway bend.....Lone scots pine, 10m E of gate	20
9	Bridleway/stream crossing.....Fence post 10m W of bridleway	40
10	Byway - bridge over stream.....Tree SW of bridge	10
11	Gateway SW of track.....Gate post	10
12	Bridge.....Post at NW corner	10
13	Bridleway bend.....Fence post 2m N of stone gate post	20
14	Road bend.....Entrance to disused quarry, N of bend	20
15	Road/overhead cable crossing.....Gorse bush W of road	20
16	Bridleway/track junction.....Bridleway signpost N of junction	20
17	Track/bridleway crossing.....Metal bridleway post	20
18	S edge of woods.....Ruined wooden stile, 10m E of track	40
19	Track E of byway.....Fence between 2 gates	10
20	Bridlegate.....Fencepost 5m E	10
21	Gate on bridleway.....Fallen tree N of gate	10
22	Double arch W of byway.....Bush 10m E of double arch	30
23	Bridleway/stream crossing.....Lone tree, 5m E	30
24	Bridleway - bridge over stream.....Fence SW of bridge	30
25	Track side.....Ditch crossing, post 2m N	30
26	Bridleway bend.....Fencepost, 2m E of bridlegate	30
27	Bridleway crossing.....Finger post	50
28	Bridleway/track junction.....small cairn N of track (100m W of sign)	10
29	Bridleway/footpath junction...Fence post at wall corner E of bridleway	10
30	Track/railway bridge.....Concrete post SE of bridge	10

Extract courtesy of Paul Thornton, Stirling Surveys, Ordnance Survey

Control values

The most commonly used values are 10-20-30 or a range between 10-50. The trend recently has been to avoid excessively high scoring controls, as these tend to draw most people towards them.

A more even spread of control values means there is often more route choice for a similar score.

You may vary this at your discretion since it is part of designing a course depending on terrain and route choice.

National events must have a minimum available score of 400 and use the TCA penalty system.

TCA Penalty point System

National Events must use the following sliding scale and it is highly recommended that all TCA approved events use this system.

National Events must have a possible score of over 400 points ie 10 x 10points, 10 x 20 points, 10 x 30 points total 600 points.

Point deducted per minute late as follows:

1 to 5 minutes late - lose 1 point per minute
5 to 10 minutes late - lose 2 points per minute
10 to 15 minutes late - lose 5 points per minute
15 to 30 minutes late - lose 10 points per minute
Over 30 minutes late - lose all points

Tips on control values and planning

1. Try not to be obvious i.e. the furthest points are worth the most points, a more subtle use of a spread of values can greatly enhance the event quality.
2. **P**lace controls for good route choice not just to spread them out
3. **C**onsider several bunched in a complex path area to provide variation on long legs between controls
4. **A**void controls that are simply in and out, unless they add to the overall choice of route.

Creating the event map

Most events now use high quality photocopied maps with control markings, control number, control values etc already annotated on them. This allows competitors to concentrate on the fun aspect of the event.

If you like the idea of having competitors mark their own maps then use master maps for competitors to copy from. There must be sufficient master maps available so that over crowding is not a problem.

There is a high quality copy of a preprinted map on the Organiser's CD.

Contents of event map

The following must be on the event map:

- 1- OS copyright notice (including license number)
- 2- Control descriptions
- 3- Penalty point scale
- 4- Emergency number
- 5- Map Scale
- 6- Key to map corrections
- 7- Grid Reference Numbers

TCA map marking standard

The TCA has adopted the following standard:

OS colours and styles- All additional rights of way added to a map must be in the standard OS colour and style for the scale of map used.

ie bridleway added to 1:50000 must be a red dash line, 1:25000 would be a green dash line.

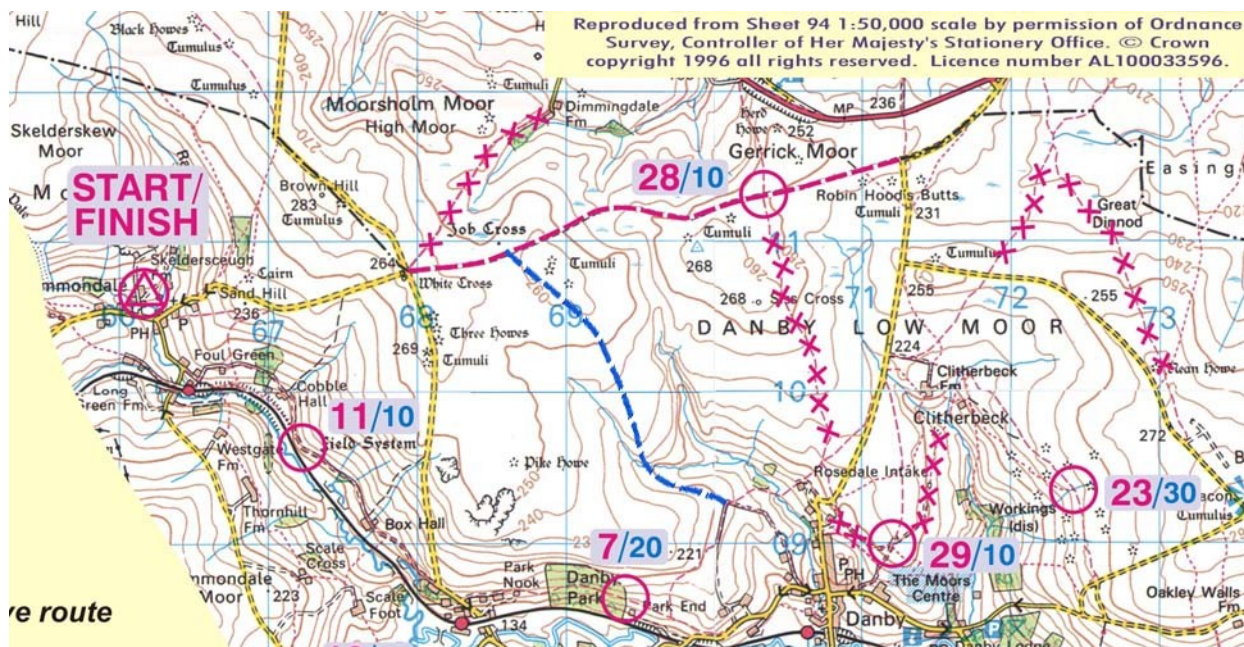
Blue Dashed line: All permissive rights of way organized for a particular event

Red Crosses: **A**ll routes (bridleways, white lanes) out of bounds for the event.

Red Hatch: Area out of bounds for the event

Red **T**riangle: Starting point of event

Two Red Circles (one inside the other): Finish point of event
 Red Circle with Triangle inside: Start AND finish point
 Red Circle: Control is located in center of circle
 Red Number: Control number
 Blue or Black Numbers: Control value



Extract courtesy of Paul Thornton, Stirling Surveys, Ordnance Survey

Map Corrections

All tracks, paths etc that are to be ridden by competitors must be marked on the competition map. This defines the legal routes that competitors may ride. Do not locate a control on a path or track that is not marked on the competition map, you will not have defined a legal route to that control. It is important to remember that competitors must be able to navigate to your controls from the information given on the map alone. The control descriptions allow them to identify the spot the control is located only, once they have arrived via a right of way defined on the competition map at the center of the circle.

Defining a legal route to a control is important for another reason, people arriving via a non legal route ie across a field will have no excuse for not knowing what was legal or not legal.

Dealing with the OS

If you are planning to produce a map premarked or otherwise for your event you need to apply to the O.S. for a copyright licence. This can be done by using the TCA licence or by applying for your own licence.

Reasons for sorting out your own licence

If you or any third party receive any revenue for the publication including indirect or direct revenue or benefit from advertising, from the use of the map then you need a licence from OS.

How to get your own OS licence

Note : The licensing department deals with applications on the basis of the name of the club / individual applying. There is not one particular person that all TCA affiliated clubs can deal with. Apply for you own licence You should contact the O.S. to gain a licence to copy a section of mapping. A letter should be written to O.S at Copyright Licensing, Romsey Road, Southampton, SO16 4GU. You can also fax requests on 023 8079 2535. You can use E mail via copyright enquiries@ordsvy.gov.uk but the OX prefer that you write or fax.

the information to be included in the letter is

1. Name and scale of map to be copied
2. Area of mapping to be copied (area in square centimetres) and ideally an example of the map to be used. (OS will allow copy to be made for this purpose)
3. The date of the event.
4. The intent or otherwise to amend the map with out of bounds areas, check points etc.
5. Number of copies to be made

If the application can not be dealt with within 3 days the Ordnance Survey will send an acknowledgement card and will action within 21 days. If a reply is required by a certain date this should be noted on the request.

You will be issued with a Copyright License detailing the acknowledgement and license number to display on the mapping. You will also be given an estimate of the royalties. If the print run is low and the royalties minimal the license fee may be waived. If a letter authorising a 'no charge' is issued then OS expect to be informed if the number of copies changes. N.B. the license is issued on the basis of your application. If you change the details you should re submit your application.

After the event you will be required to send a copy of the final mapping to the O.S. with a receipt from the printer detailing the print run. You will then be invoiced and have about 14 days to pay your invoice.

As at 1-1-2001 please note that (A3 equivalent) size copying is allowed.

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After the event you will be required to send a copy of the final mapping to the O.S. with a receipt from the printer detailing the print run. You will then be invoiced and have about 14 days to pay your invoice.

As at 1-1-2000 please note that 625 centimetres square (A4 equivalent) size copying is likely to be allowed larger sizes may not be.

TCA Calendar consultati on procedure

The TCA co-ordinates events organised by affiliated clubs into a national league and, providing there are sufficient events, a number of regional leagues. We also promote local events and local leagues run by affiliated clubs.

Planning objectives of Calendars:

- To provide a national championship event
- To provide a national series of events
- To provide a number of regional series

To endeavour to build a strong base for the sport by promoting local events
To provide a variety of event terrain and locations , spread throughout the year for each league
To avoid events with low attendance caused by too many events on the same day or in the same area.
To spread any league series between different organisers where possible.

Guidelines for choosing calendar events

Factors that are considered when selecting events for leagues / approval:

- Organisers pay due fees on time
- Organisers get the results out quickly
- Organisers have not cancelled events previously
- Good feedback reports have been received from recent events
- Good record of adhering to table of event standards
- The event proposal form contains all the relevant details (showing planning, and forethought)
- organisers have attended the organisers seminar (usually at the AGM - It is strongly recommended that this is done each year)

These events will be considered for national status, if requested, and:

- Organisers have held a national or regional event before
- Event is in an area considered appropriate for a national
- There is an even spread of nationals over the season
- There is an even spread of events over the regions and over the country
- The event does not clash with other major events
- The event is not adjacent in time location to another national
- There is a consistency with other events being considered for nationals (e.g.. pre-marked maps, no grid refs, etc.)

These events considered for regional status, if requested, and:

- Organisers have held national, regional or local event before
- The event is not adjacent to another in the same region
- The event does not clash with a national event
- There is an even spread of the region's events throughout the season.
- There is an even spread of the region's events over the area(continued)

Events considered for local status, if requested by **the** current organiser or the organiser has not done a TCA event previously, and:

- The event does not clash in date with a national event.
- The organiser shows a knowledge of Trailquest events, i.e. has ridden in them previously

Events are considered for closed status given a restricted entry aimed at specific club groups, providing the event is advertised by word of mouth and not in any press or by event Flyer.

NB 1 No organiser should assume that they have the right to hold a national regional or local event simply because they usually have in the past. The calendar is organised with the best interests of the riders and the sport, not individual organisers. Every effort will be made to meet the requests of all organisers but it must be recognised that there will be clashes of interest and as a result compromise or disappointment may result. In short hope for but don't expect to get everything you want.

NB 2 Potential organisers who fail to meet the requirements listed above should consider attaching themselves to an existing organiser. Contact TCA committee members for advice.

Application for event approval is done via the event approval form. The TCA committee will appoint a Calendar committee to whom applications should be made. Details will be circulated via the club newsletter, but will broadly follow the time tabled below.

TCA approved events

All TCA approved events will be covered by TCA insurance. A letter confirming event approval and a certificate of insurance will be issued for each event.

All TCA approved events will receive the following publicity

- circulation of dates to magazines (calendar events)
- distribution of event literature to TCA members and casual enquiries (unless the event clashes as in the table on next page)
- event literature displayed on TCA web site
- event publicised on TCA information line

Winter Events

For events between November and March a more informal procedure is followed. Event proposal forms must be submitted by Sept. 1st.

All events will have local status and must be TCA approved.

A winter Calendar will be issued in October.

Outline Timetable for the following year s Calendar

This is the procedure for arriving at the TCA Calendar for the following year.

N.B. each bid is made by the submission of an event proposal form, at each phase a decision will be made within 2 weeks and bidding clubs informed of the outcome.

PHASE 1

July / August . TCA reserves the right to run the championship weekend via the TCA committee or ask an affiliated club to organise the weekend or notification that bids will be accepted for running TCA championship weekend.

PHASE 2

From September - Proposals accepted to hold national events and all other regional league, clubs own series, local, closed, MTBO, randonee events. All bids should be posted on event proposal form to the TCA events secretary.

November - National events decided by TCA committee.

December - Calendar finalised and approved by committee, distributed to members in the January mailing. Subsequent to the production of the calendar additional local and closed events can be submitted for approval and inclusion in the calendar after consultation with the calendar secretary. Every effort should be made to avoid the dates already fixed.

Events approved after the calendar is published will be covered by insurance but will be advertised as follows:

- The organiser should contact the newsletter editor by 1st of the previous month to get appropriate details included in the newsletter.
- For events added to the calendar after it has been confirmed in December all publicity is the responsibility of the organiser.

TCA Logo and its use

The TCA logo is under copyright and may only be used to promote TCA approved events. Use of the logo is to be as a discrete part of the literature. Other uses of the logo must be approved by the TCA committee.



The TCA logo must not be distorted or recoloured in any way. It must be used in the GIF format issued on the Organisers CD.

Event evaluation procedure

All event organisers should provide copies of the standard TCA Event Comment Form at their events, to give competitors the opportunity to fill them in on the day. In order for us to produce as wide an evaluation as possible, it would be appreciated if any Comment forms filled in on the day and handed in to the organiser could be forwarded to the TCA Event Evaluation Officer.

If possible it is recommended that the standard Event Comment Form be included in the results mailing to competitors. (All TCA members receive copy of the forms when they join). This gives those that missed the opportunity of commenting on the day a second chance to air their views.

The evaluation procedure for a particular event would normally be carried out between one and two months after the event has occurred. This is to give competitors time to return their comment forms. This time lag is found necessary; as it is not uncommon for comment forms to arrive up to three months after the event, some competitors save them up and send them in bulk mailings. Where ever possible, all events held before bidding starts for dates in the following years calendar will have their evaluations completed, this is to;

- a. Give organisers a chance to address any shortcomings that have been highlighted.
- b. Give the calendar committee guidance as to whether individual organisers are providing events of a suitable standard relative to the event status they are bidding for.

The Event Evaluation forms are compiled, taking a mean score for each of the 19 areas of comment on the Event Comment Form, from all forms returned for an event. Additionally any other comments included on the comment forms are included on the evaluation form against the relevant item. Once the evaluation is completed, a TCA event response letter, will be generated and sent to the organiser along with the Event Evaluation Form, copies will also be sent to the calendar committee for their considerations.

The TCA event response letter summarises the quality of the event and highlights those areas, if any, that it is felt need improving. It is not the TCA's intent to be dictatorial, but to maintain and promote as high a standard of events as can be achieved.

TCA Web site

The current web manager **is contactable at any time** via the website.

The aim of the website is get as much detail as possible on to the TCA site for all events.

Information needed generally falls into two areas:

- The flyer
- Map of event centre

The second may seem superfluous as there are directions in the flyer details, but graphically, a map adds to a more professional image.

'Supply an electronic copy of the event details, preferably in HTML format (via the 'Save as' option in MS Word), or if that is not possible, as a MS Word or straight text (.txt) file.'

The advantage of you supplying HTML, is that you will be able to see how your word-processor translates your, say, Word document in to HTML, and to correct where necessary, e.g. it might have difficulty if you have used particular fonts such as Wingdings.

Maps from the Ordnance Survey web site (<http://www.ordsvy.gov.uk/home/index.html>) are amended with the circles in a graphics package (e.g. Photoshop) - you only need to supply a grid ref and the site gives you your map! I hope you agree the results look good. 'If organisers are unable to provide the OS map, please supply the grid reference (e.g. SU936412) instead.'

Organisers from affiliated clubs may gain access to the organisers page of the web site to down load logos, TCA forms and results spreadsheet. Contact a member of the committee for further details.

Event publicity

The TCA will circulate all approved events to magazines with dates and details of the leagues. All other event publicity should be done by individual event organisers. This can be done by sending details to magazines (details of which are given below) and local newspapers.

*****TOBE UPDATED AGAIN*****

magazine	contact	tel	www / e-mail
MBR and MBi and Cycling weekly	Link House magazines Link House Dingwall Avenue Croyden CR9 2TA		www.ipc.co.uk
cycle weekly MBUK	Future Publishing 30 Monmouth Street Bath BA1 2BW	01225 442244	results@snowdons.co.uk www.futurenet.co.uk
Compass Sport	Ballencrief Cottage Ballencrief Toll Bathgate West Lothian EH48 4LD		pages@clara.net
Rob Howard (does mountain) marathon section for compass sport	27A The Oval Stoney Stanton Leics. LE9 4JS	01455 27469	rob@wordsandpictures.demon.co.uk

Standard forms

All organisers are encouraged to use the Association Standard entry form (SEF) and event comment form (ECF) for their events. These are available on the TCA organizers CD and the website.

TCA fees and costs 2003

Club Affiliation - Cycling or MTB Club - £25.00
Orienteering Club - £12.50

Individual membership £15

Second member living at the same address £7

Juniors under 16 £7

One fide educational organisations with TCA go ahead £140

Copy of guidelines for organisers for prospective organisers £5
(deductible from subsequent affiliation fee)

Event Levies

1 day event £0. 30 for each competitor

2 day event £0. 50 for each competitor

Day member insurance fees

MTBO, 1-2hr Trailquest / randonee £0.50

MTBO Championship event £1.00
2-12 hour Trailquest / randonee £1.00 for first 40
£2.00 for 40+

TCA control cards
30 box cards £0.13 each

SI Kit (Control boxes, lap-top and printer) - £50 per day
SI Cards (Hire) - 75p each