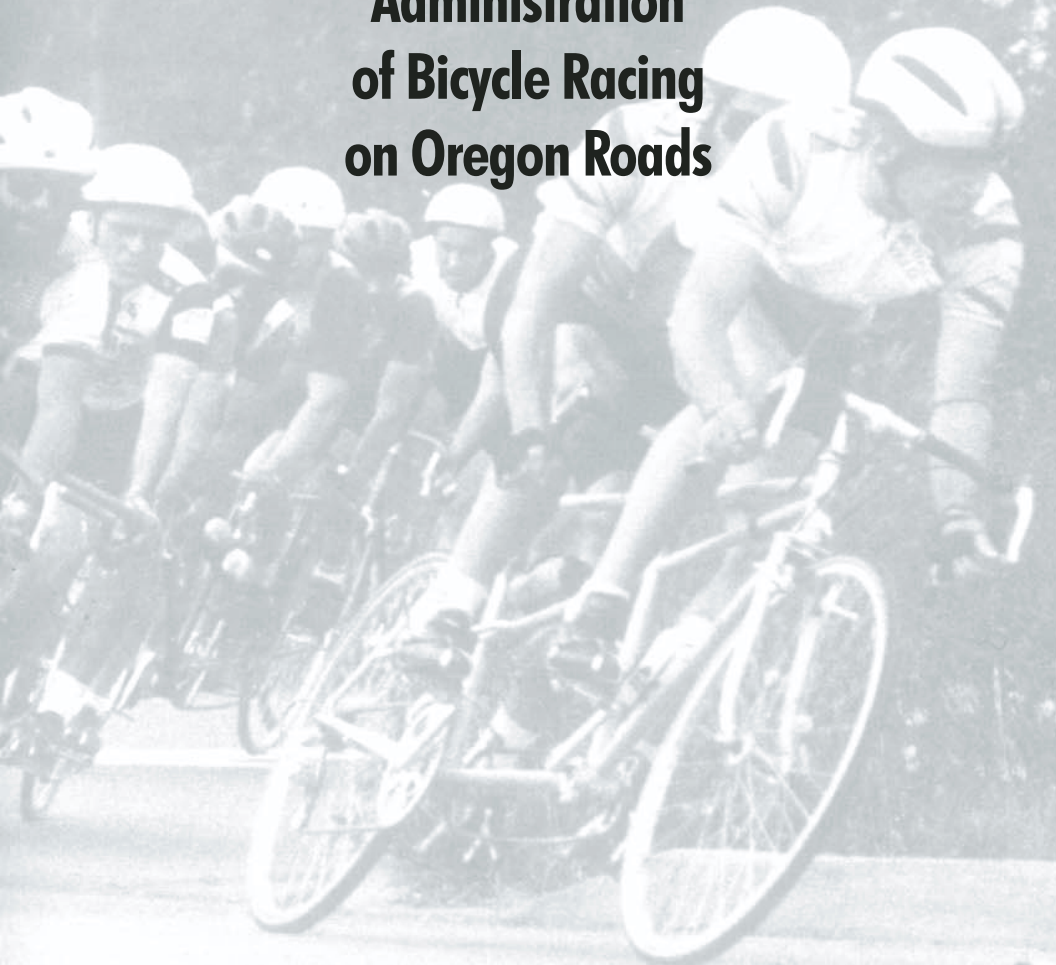

**Guidelines for
Administration
of Bicycle Racing
on Oregon Roads**



GUIDELINES FOR ADMINISTRATION OF BICYCLE RACING ON OREGON ROADS

Approved by:

Oregon Transportation Commission
June 19, 1990

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Steve Scarich, Oregon District Representative of the United States Cycling Federation, spent many hours preparing the background information for this Guide. His experience as a racer and as the United States Cycling Federation representative responsible for proper organization of races has been invaluable.

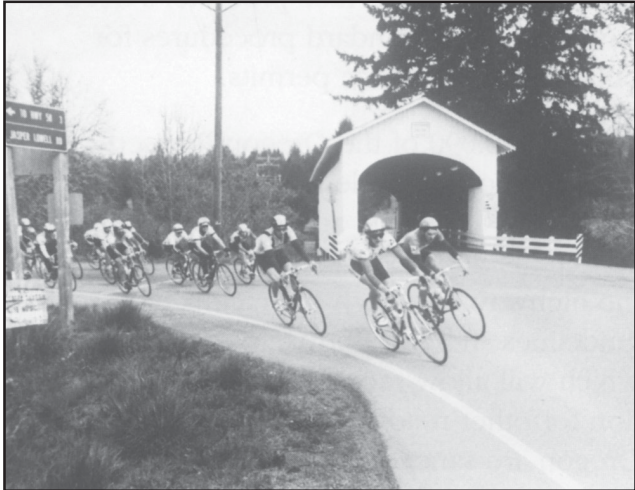
Diane Bishop, Eugene Bicycle Coordinator was instrumental in the development of this guide. She contributed many hours of valuable leadership.

I. INTRODUCTION

The Oregon Bicycle Advisory Committee, advisory to the Oregon State Highway Division on bicycle matters, has recognized the growing interest in bicycle racing. Bicycling has become a popular form of transportation and recreation in Oregon, and bicycle racing is an expected outcome of these activities. This guide was prepared under the guidance of the committee to provide statewide procedures for the uniform administration of bicycle races. It recognizes the road agencies' responsibility to accommodate all roadway users, as well as the race promoter's need to have simplified standard procedures for obtaining bicycle race permits.

Section 810.090 of the Oregon Revised Statutes allows bicycle racing on any highway in the state upon the approval of, and under conditions imposed by, the road authority for the highway on which the race is held. These guidelines should offer useful procedures which will allow races with minimal disruption for other road users. Most road races in Oregon are sanctioned by the United States Cycling Federation (USCF) (See Resources Section).

State Highway Division personnel are required to follow Oregon Administrative Rules 734-20-155 through 734-20-170 (see Appendix B) when issuing bicycle race permits. Other road agencies may wish to adopt similar administrative rules. The following guidelines supplement these administrative rules. It is important to remember that each event will be unique in size, location, speed and other considerations or controls.



II. TYPES OF BICYCLE RACES

There are many different types of races, each with its own characteristics and special needs.

A. Time Trials

Time trials are events in which each bicycle rider rides the same route and distance (usually an out-and-back or circuit course) alone with individual times being recorded to determine finish order. The riders are started at preset intervals. Course selection should reflect a road with few intersections with other roads, a wide shoulder, a safe turnaround, and a smooth road surface.

B. Criteriums

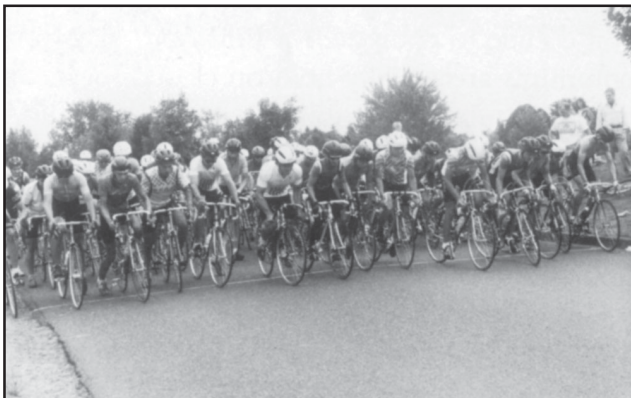
Criteriums are massed start, high speed events where riders race around a closed circuit course to compete for finish order. Most criteriums are usually held on closed local urban or suburban public streets and the circular course is normally one-half to one mile in length. Route selection should include consideration for minimizing impact on homes and businesses along the route, a minimum of road problems, smooth road surface, safety for cyclists, and a minimum of impact on other road users.

C. Road Races

Road races are massed start events, traveling one large circuit of generally up to 100 miles or repeated shorter circuits of 5 to 10 miles, or a point-to-point route. They are held on suburban or rural roads. Route selection should include considerations for road width, time of day (work around school bus routes, construction and logging operations, traffic peak hours), traffic volumes, number of intersections, and safe Start-Finish location. Promoters should provide front- and back-escort vehicles for the pack on major races.

D. Stage Races

Stage races are any combination of the three races listed above, generally scheduled over a period of 2 or more days.



E. Mountain Bike Races

Mountain bike races, sanctioned by the National Off-Road Bike Association (NORBA), can be a combination of on- and off-road racing along paved or dirt roads and trails. Generally, the road portion is operated similar to a road race, however, depending on the timing of this portion, it may be more like a time trial.

F. Biathlons/Triathlons

Biathlons/Triathlons and other events that contain a competitive bicycling portion generally operate very much like a time trial race. These races are sanctioned by various groups, though not by the USCF.

III. OTHER ORGANIZED EVENTS

Bicycle racing is not the only form of cycling which has become popular in this state. More and more people of all ages are taking to the streets and highways on their bicycles for exercise and the pure enjoyment of experiencing their world close at hand. Riders may be encountered riding alone or in small groups. More and more large organized group bicycling activities are appearing. Examples of these

events include: group rides, such as guided tours or touring club rides; bike-a-thons; and centuries (100 mile or 100 kilometer rides).

In general, riders in these events should be following the rules of the road and would probably not need a special permit. If it is a large event, the road authority may request that a police escort be used until the riders disperse and allow for normal traffic mix. The road authority may also request that organizers discuss with riders pertinent rules of the road, such as riding on the right, obeying traffic control, and not impeding traffic. In addition, the organizer should notify riders of any potential or known road problems. Rest stops or check points should have adequate room to avoid cyclist spillover onto the road.

Cyclists should avoid riding in a long line and should provide breaks between groups of riders so that passing by motorists is easier and safer.

IV. RECOMMENDED CONDITIONS FOR PERMIT APPROVAL

This section provides the promoter and road agency with some specific recommended requirements to follow in conducting a bicycle race.

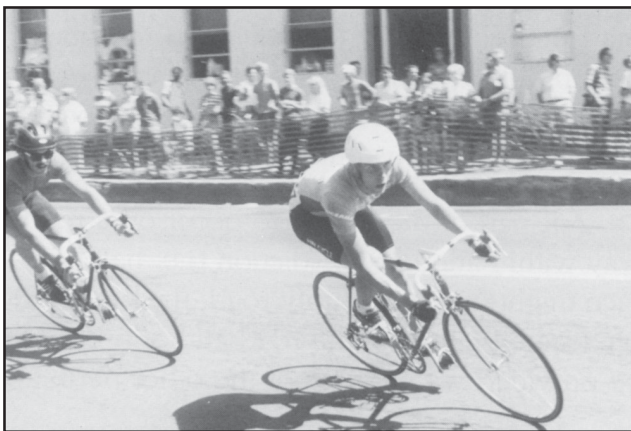
A. General Conditions

1. Applications for races shall be submitted at least sixty days in advance of a race event. This length of time allows the road authority to inspect the route, review the traffic control plan, and work with the promoter on approved starting times and locations.

Conflicts with other activities such as construction, parades, or fairs in the area can be avoided with the advance planning. This also allows the promoter to have an approved permit from which to send the correct information in racers' packets. Under special circumstances, the road authority may consider a shorter approval time.

2. If part of the race is to occur on a road- way within another jurisdiction (i.e. half of a race might be on a county road, the other half on a state highway), the road authority should be provided with a copy of the other permit.

3. Any use of private land shall have the owner's approval. The road authority may wish to see this in writing.
4. The promoter shall distribute the news release which will announce the race and warn residents of potential travel delays and provide the road authority with a copy. The news release should include dates, times, roads which will be affected, and an estimate of the length of delay.
5. If a Start-Finish banner is to be used, it should comply with vertical clearance standards.
6. If the projected speed of the racers will exceed the posted or prevailing speed of traffic on the road, the road should be closed to other traffic when racers are present.



7. Prior to the event, the organizer must review the course to determine potential problems that could endanger riders and equipment. The organizer is responsible for noting these problems to the participants, and if severe enough, shall cancel the race.
8. Adequate parking, restrooms, and spectator space must be provided at the Start-Finish line to avoid parking and spectator spillover onto the road.
9. Insurance coverage shall be provided at least to the Tort Claims Act limits and naming the State as an additional insured.

B. Special Conditions

1. Time Trials

- a. No field limits are necessary since cyclists will be riding single file at timed intervals.
- b. A road closure is generally not necessary.
- c. Riders shall follow rules of the road unless special traffic control is provided.

- d. If special traffic control is used, trained flaggers shall be placed at intersections where cyclists will be disregarding the traffic control devices. Corner marshals will also be needed at the turnaround point and at the Start-Finish line.
- e. Pre-race information signs are not required, but may be helpful. (See section on Signing Standards.)

2. Criteriums

- a. Field size is not an issue on the permit since roads will be closed.
- b. Complete closure of streets is required. However, if multi-lane streets are used, it may be acceptable to allow a partial closure. In this case, adequate protection from traffic must be provided with approved cones or barricades. Generally, parked vehicles cannot be allowed on the race course, so the promoter will need to follow the road agency's regulations on advance notice before towing of vehicles from the course is allowed.
- c. A reasonable detour around the course shall be available before the site can be approved. Promoter will need to



provide detour signing as prescribed in the Manual on Uniform Traffic Control Devices (MUTCD), Part VI.

- d. Businesses and residents shall be notified in writing by the promoter between one month and one week prior to the event, depending on the road authority's discretion.
- e. Corner marshals shall be placed at all street intersections to control pedestrian flow and monitor motorist use of the detour.
- f. Police presence is advised in urban areas with high traffic volumes.

3. Road Races

- a. Field size should not exceed 100, unless the road authority finds the road to be wide enough to accommodate a larger number of riders.
- b. A complete road closure should be set up for national class events.
- c. A rolling closure by police escort may be necessary for a field size of approximately 100 or when the race is located in a heavy traffic area or under special circumstances.
- d. Front- and back-escort vehicles shall be provided by the promoter for races when field size, road alignment and traffic considerations dictate. Both vehicles shall display “BICYCLE RACE IN PROGRESS” signs, shall operate rotary beacon lights, and stay with the main pack. Riders who drop off the back of the pack shall follow the rules of the road.
- e. Corner marshals shall be present at all intersections, and there should be multiple marshals as required at busy



intersections. Approaches to all intersections controlled by corner marshals shall display 3 advance warning signs provided by the promoter. (See the section on Signing Standards.)

- f. Pre-race signs should be placed along the course one week prior to the event and should state affected dates, time of day, and potential for minor traffic delays. (See the section on Signing Standards.)

4. Biathlons/Triathlons

- a. (Refer to the appropriate race classification which best fits the bicycle race portion of the event.)

V. CORNER MARSHALS (Flaggers)

Corner marshals, as they are referred to in bicycle racing, are flaggers. Their duty is to direct non-race traffic during a race event, just as a flagger directs non-construction traffic during a construction project. This is a serious duty, since it is possible that the lives of the bicycle racers rest in their hands.

A. General Knowledge

Corner marshals need certain information in order to do their jobs effectively. They will need to know:

1. The time and direction to expect racers through their intersection.
2. The entire race course, starting times, and estimated ending times in order to be prepared and to answer motorists' questions.



3. How to direct traffic, including the use of the STOP paddle, the manner with which to stop motorists, the need to act in a professional and commanding nature, using common sense.
4. That advance warning signs (FLAGGER AHEAD, etc.) should be turned away from the road when the corner marshal is not available or if there is a long wait until the race returns through the intersection.
5. That a fluorescent vest with reflective stripes and safety helmet must be worn while directing traffic.

B. Trained Flaggers

A police officer or a trained flagger (state-approved training course) will be needed to direct traffic if traffic control devices are disregarded. If a corner marshal is simply holding stopped traffic longer at a stop sign on an approach road, a trained flagger is not needed. If traffic signals are to be overridden, police control is necessary, unless the roads are closed.

VI. SIGNING STANDARDS

Whenever signs are used on state and local roads, certain standards must be adhered to in order to provide road users with easily understood and legible messages. This ensures that the message is clear and that the sign installers gain credibility.

A. MUTCD Standards

All signs and their lettering used for a race shall conform in size and shape with the Manual on Uniform Traffic Control Devices. The road agency shall advise race promoters on current standards. These shall be similar to those used in road construction.

B. Pre-Race Signs

Pre-race signs or banners may be installed along the route of a race one week before the race to warn motorists of the date, times, and potential for traffic delays. They must have a green background and white lettering. An example follows.



These signs can be mounted on a temporary stand or can be mounted by the road agency at cost on a separate post. The promoter shall not dig the post holes, because many utilities run their conduits, pipes, or cables along the road right-of-way.

C. Intersections

Approaches to all intersections controlled by corner marshals should display three advance warning signs. The signs should be placed in this order, between 150' and 400' apart with the last sign that



approaching motorists would see, the FLAGGER AHEAD sign, at least 150' in advance of the intersection. State maintenance workers use the formula $SPEED \times 10'$ to determine the best distance between signs. These signs should have an orange background and black lettering and be diamond shaped and must be mounted at least one foot from ground level. They may be installed on tripods or barricades for ease in installation and moving.

D. Race Pauses

Signs should be turned away from the street when the corner marshal is not available or if there is a long wait until the race returns through the intersection. The promoter must give clear instructions and the expected timetable to corner marshals.

E. Escort Vehicles

Escort vehicles which operate with a race pack shall display a warning sign on the back (or front for the front vehicle). It shall be rectangular in shape and have black letters on an orange background. An example follows.



Each escort vehicle must have an approved amber rotary beacon light on its roof, clearly visible from both directions of travel.

VII. RESOURCES

Certain resources are available to the promoter which should ease the permit process.

A. Flagger Training

The Safety Section of the State Highway Division keeps a current list of flagger trainers for the state. The telephone number is 503-378-2638.

B. Manual on Uniform Traffic Control Devices

The road agency issuing the permit should have a copy of the MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES and may provide additional information on appropriate signing.

C. United States Cycling Federation

Most road races are sanctioned by the UNITED STATES CYCLING FEDERATION (USCF). The organization has official racing rules including such details as wearing an ANSI-approved bicycle helmet, following the rules of the road unless under escort or with roadway agency approval, and staying on the right side of the yellow centerline of a roadway in a road race. These rules are enforced by USCF-trained Race Officials who closely monitor each race. Contact the USCF for information on available insurance coverage.

D. Oregon Bicycle Racing Association

The OREGON BICYCLE RACING ASSOCIATION (OBRA) is designed to serve racers and race organizers of the state of Oregon. Through membership in the organization, race organizers have access to race equipment, signs, portable fencing, communication equipment, press release writing and media mailing lists, and other assistance. Their address is PO Box 16355, Portland, OR 97292. Their phone number is (503) 661-0686. They also have a website at: www.obra.org

VIII. CHECKLIST FOR ROAD AGENCIES AND PROMOTERS

As varied as bicycle races and their needs are, there are certain conditions which can be expected. The following is written as a checklist for the road agency representative who will issue the race permit, but can be used by race promoters as they prepare their applications. Please remember that circumstances will change and you may need to add other items to the list.

- Has the application been submitted 60 days before the race?

- Is another road agency involved (check map for road jurisdiction)?
- Is permit being processed by other road agency?
- Is required insurance provided?
- Are policy limits met?
- Is State named as additional insured?
- Has the applicant provided a map showing all road intersections involved and how they will be treated?
- Has the applicant shown on the map where corner marshals and signs will be located?
- Will police involvement be necessary?
- Will vehicle escort be provided if this is a road race?
- If streets are closed, is a properly signed detour provided?
- Has the applicant provided a copy of news release?
- Does it include dates, times, lengths of delays anticipated, and roads which will receive delays?

- Is there a media mailing list and date on which the news release will be mailed by the applicant?
- Have residents and businesses been given sufficient advance notification by the applicant of closure for a criterium or road race where the entire road is closed?
- Have major businesses, schools, fire and/or emergency agencies, transit companies been contacted by applicant?
- Any other events scheduled which may cause a conflict?
- Are pre-race signs built to specifications and do they have correct information?
- Is private land being used for staging or parking? Permission proven?
- Is adequate staging and parking space provided? Are toilet facilities available?
- Start-Finish banner to be used? Is it high enough?
- Have procedures been arranged for emergency medical treatment?

Appendix A

SAMPLE APPLICATION FOR BICYCLE RACE PERMIT



APPLICATION FOR BICYCLE RACE PERMIT

RACE NAME	PERMIT NO.
5	
RACE DATE	

RACE TYPE: ROAD RACE STAGE RACE BIATHLON / TRIATHLON
 CRITERIUM TIME TRIAL OTHER _____

COURSE INFORMATION: TOTALLY CLOSED PARTIALLY CLOSED TOTALLY OPEN
(EXPLAIN IN RACE DESCRIPTION)

WILL THE EVENT BE SANCTIONED BY THE UNITED STATES CYCLING FEDERATION ? YES NO

RACE DIRECTOR OR ORGANIZER	TELEPHONE NUMBER
ADDRESS	
CLUB AFFILIATION OR SPONSORS	ESTIMATED NUMBER OF PARTICIPANTS

I (we), _____
hereby make application for a bicycle race permit upon the right of way _____

between MILE POINT _____ and MILE POINT _____ on _____ between _____ and _____.
I (we) agree to strictly conform to the exhibits attached hereto, subject to all terms, conditions, agreements, stipulations and provisions contained in the application and permit, and the guidelines, rules and regulations, as set forth by Oregon Administrative Rules 734-20-155 through 734-20-170 and any other applicable regulations, law or ordinance.

RACE DESCRIPTION: (ATTACH RACE MAP) _____

Prior to the event, I (we) agree to review the course to determine potential problems that could endanger riders and equipment and to notify the participants of them. If I (we) determine the problems to be severe, I (we) agree to cancel the race.

Permittee **must** provide a certificate of insurance as evidence of an existing Comprehensive or Commercial General Liability Policy, including contractual liability coverage, with limits not less than \$ 500,000 combined single limit for all claims arising out of a single accident or occurrence, and naming the State of Oregon, Department of Transportation, Highway Division as additional insured.

PERMITTEE SHALL DEFEND, HOLD HARMLESS AND INDEMNIFY THE STATE OF OREGON, DEPARTMENT OF TRANSPORTATION, HIGHWAY DIVISION AND ITS OFFICERS, AGENTS, EMPLOYEES AND MEMBERS FROM ALL SUITS OR ACTIONS WHICH MAY RESULT FROM ANY ACTIVITY BY THE PERMITTEE, ITS OFFICERS, SUBCONTRACTORS, AGENTS OR EMPLOYEES.

NAME (PLEASE PRINT)	ADDRESS
SIGNATURE	CITY STATE AND ZIP CODE
DATE (MINIMUM OF 60 DAYS PRIOR TO RACE)	TELEPHONE



BICYCLE RACE PERMIT SPECIAL PROVISIONS

DATE	PERMIT NUMBER
RACE NAME	

THIS PERMIT IS SUBJECT TO THE FOLLOWING CONDITIONS:

1. If the race involves other road authorities, approvals must be obtained and coordinated with those road authorities.
2. Approval of a Traffic Control Plan that follows the recommended permit conditions contained in the current Highway Division " Guidelines for Administration of Bicycle Racing on Oregon Roads". This Traffic Control Plan shall include appropriate advance race notifications, warning signs, corner marshals, race field sizes, race escorts, traffic detours or delays, etc..
3. Completion and acceptance of " Checklist for Road Agencies and Promoters" that is included in the current Highway Division " Guidelines for Administration of Bicycle Road Racing on Oregon Roads".
4. Additional conditions and requirements :

APPROVED DENIED

_____ DISTRICT MANAGER OR DESIGNEE SIGNATURE

ISSUED BY DISTRICT _____ MANAGER

_____ ISSUE DATE

DISTRIBUTION: COPIES TO APPLICANT, FILES, SECTION SUPERVISOR, CITY / COUNTY

Appendix B
OREGON ADMINISTRATIVE RULES
CHAPTER 734
Division 20 – Traffic Control

BICYCLE RACING
(Approved by the Oregon Transportation Commission June 19, 1990)

GENERAL POLICY

734-20-155 It is the policy of the Oregon Transportation Commission to establish uniform statewide criteria for conducting bicycle racing on the state highway system. Pursuant to ORS 810.090, all persons or organizations desiring to conduct any form of bicycle racing on the state highway system shall comply with the regulations, conditions, and guidelines imposed by these administrative rules.

DEFINITIONS

734-20-160 “Bicycle Racing” means any competitive or timed-bicycle event. These rules apply to the following bicycle racing definitions:

- 1. Biathlons, Triathlons & Other Competitions -**
Biathlons, Triathlons and other competitions that have a competitive or timed bicycle component are included as a form of bicycle racing.

- 2. Criteriums** - Criteriums are massed-start, high-speed bicycle events in which riders race around a closed-circuit course to compete for order of finish. Criteriums are usually held on closed urban or suburban public streets and the circular course is normally one-half to one mile in length.
- 3. Road Races** - Road races are massed-start, point-to-point bicycle events in which riders compete for order of finish. They are usually held on suburban or rural courses which may be point-to-point, one large circuit, or repeated shorter circuits.
- 4. Time Trials** - Time trials are events in which each bicycle rider rides the same route and distance (usually on an out-and-back or circuit course) separately, with individual times being recorded to determine finish order. Normally, the riders are started at preset intervals.

BICYCLE RACING PERMIT REQUIRED

734-20-165 All persons or organizations desiring to conduct any form of bicycle racing on the state highway system shall apply for a bicycle race permit from the appropriate Highway Division District Manager at least 60 days prior to the event. The District

Manager may waive this 60-day requirement under special conditions. No bicycle race event may be held without an approved bicycle race permit.

PERMIT CONDITIONS

734-20-170

1. Approval of bicycle racing events shall be granted only under conditions which assure reasonable safety for all race participants, spectators and other highway users, and which prevent unreasonable interference with traffic flow which would seriously inconvenience other highway users. Reasonable safety implies that the racers, spectators and other highway users have been accommodated in planning in such a manner as to minimize the possibility of placing one in conflict with the other.
2. Requests for approval of bicycle race events must include a race description stating all information pertinent to an understanding of the event. The request must include a map showing the roadways on which the race will be held.
3. If the race course involves other road authorities, approvals must also be obtained and coordinated with those road authorities.

4. In the event the race course only crosses a state highway, the District Manager may waive the need for a state bicycle race permit, providing the race permit from the other road authority assures reasonable traffic control and safety at that highway crossing.
5. Bicycle racing will normally not be allowed on the Interstate Highway system.
6. The permittee shall provide indemnification for the State of Oregon.
7. The permittee shall provide insurance coverage in an amount and to the extent required in the permit.
8. Requests for bicycle race permits must comply with the current Highway Division *“Guidelines for Administration of Bicycle Racing on Oregon Roads.”*

A copy of the referenced guidelines may be obtained from any State Highway Division Maintenance Office or from:

BICYCLE/PEDESTRIAN PROGRAM
Transportation Building, Room 501
355 Capitol Street NE
Salem, OR 97301

The Oregon Department of Transportation
Highway Division

