Special Events on Colorado State Roadways

A Guideline for Event Organizers

Prepared by the Colorado State Patrol and the Colorado Department of Transportation with help from Bicycle Colorado and special event coordinators.

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INTRODUCTION

Colorado's beautiful scenery and active lifestyle make it an exciting state to host special outdoor events. Each year, Colorado is home to hundreds of special events such as golf tournaments, concerts, ski events, bicycle rides and races, running events, and more.

The Colorado Department of Transportation (CDOT) and the Colorado State Patrol (CSP) recognize the need for these events to use the state transportation system because of its accessibility, its proximity to many of Colorado's popular destinations, and its ease of use.

While a positive and safe experience is important for event participants, a positive experience is also important to others who may also be affected by the event: motoring public, property owners, spectators, additional road users and others.

CDOT and CSP have a mission of transportation safety and efficiency for all users: pedestrians, bicyclists, motorists, and both regular users and special users. To that purpose, this guideline has been developed to assist special event organizers in meeting CSP and CDOT requirements, following all applicable state laws, and ultimately creating a safe experience for all users of the state transportation system.

Historically, events have not been allowed on roadways that prohibit bicyclists such as the interstates and parts of US 6. While safety is the number one objective, CDOT and the CSP may consider use of these facilities on a case by case basis. Consideration will be based on possible construction scheduling, condition of alternate routes, time of day, day of week, number of participants, etc. It is not the intent to use these facilities as a means of resolving scheduling conflicts or when other choices are available.

Any event affecting roads throughout the state must be approved and permitted by the CSP, CDOT and local municipality where the event is held. This guide offers procedures to provide for a safe event with the least disruption for other road users. While this guide focuses on bicycle events, the same procedures and requirements are applied to all events.

To determine whether your event needs a permit, please review the following:

- An application and permit will be required for any athletic or special event on state highways that requires any type of road closure, restriction, or may create a significant impact to the motoring public.

- No application or permit is required for most events that have less than 50 participants unless, the event requires any type of road closure, restriction, or may create a significant impact to the motoring public.

- The applicant is responsible by law for the total actual cost to the Colorado State Patrol for conducting any closure of a street or highway for the purpose of an athletic or special event.

- The applicant is further responsible to pay for and provide liability insurance in such amount and for such coverage that is required by Colorado Revised Statutes, (24-10-114). See section 2d, "PROCEDURES FOR APPROVED EVENTS" for additional information.

- Applicants must pay in advance the estimated cost of such event. Any actual costs between $0.00 and $100.00 above or below the estimated cost will not be refunded or billed to the event sponsor. Any actual costs more than $100.00 above or below the estimated cost will be refunded or billed to the event sponsor.

- The Colorado State Patrol is responsible to the citizens of Colorado to ensure safe and efficient flow of traffic. As such, **officers patrolling the event are representatives of the state and not the event itself**. It is important their direction come from the state established chain of command and not from the event coordinators.

CSP PERMIT APPLICATION CHECKLIST

As varied as special events are, there are certain conditions that can be expected. The following checklist should be helpful when preparing your permit application. This checklist is only an overview – your attention to the details of your event may add or delete questions as needed.

Have you scheduled a planning meeting with CSP and CDOT at least 120 days prior to the to the date you want to publically announce your event?

Are other municipalities and jurisdictions involved?

Is another agency or municipality processing a permit?

Is the required insurance information being provided with the correct monetary limits?

Has the "State of Colorado and its Employees" been named as additional insured?

Has the Traffic Control Plan been developed? Traffic Control companies can prepare plans for you if you need assistance.

Have you provided a map showing all roads and intersections involved and how they will be treated?

Have you shown on the map where law enforcement, marshals and signs will be located?

Will a vehicle escort be provided?

Is a properly signed detour provided?

Have you provided a copy of the news release?

Does the release include dates, times, lengths of delays anticipated, and roads which will have delays?

Is there a media mailing list and date on which the applicant will mail the news release?

Have residents and businesses been given sufficient advance notification by the applicant of closure for an event where the entire road is anticipated on being closed?

Have major businesses, schools, fire and/or emergency agencies, transit companies, and the post office been contacted by the applicant?

Are any other events scheduled which may cause a conflict?

Are pre-event signs built to specifications and do they have correct information?

Is private land being used for staging or parking? Can applicant prove permission to use?

Is adequate staging and parking space provided?

Are adequate restroom facilities and water available?

Is a Start/Finish banner to be used? Is it high enough? (18' minimum clearance)

Have procedures been arranged for emergency medical treatment?

If roads are closed, what routes will be available for emergency units?

Have you scheduled a post-event meeting (within 30 days after the event) with the CSP and CDOT to discuss improvements for subsequent years?

Have you consulted any necessary rulebooks or guidelines?

TYPES OF BICYCLE EVENTS

BICYCLE RACES

Each of the following types of races has its own characteristics and special needs and may be sanctioned by the American Cycling Association (ACA), USA Cycling, or USA Triathlon (USAT). Races on state highways outside of municipal boundaries will need a permit from the CSP.

Road Races/Grand Fondo

Road races are massed start events, traveling one large circuit of generally up to 100 miles or repeated shorter circuits of varying distances, or a point to point route. Route selection should include considerations for road width, time of day (avoid school bus routes, construction, and peak traffic hours), traffic volumes, number of intersections, and a safe Start/Finish location. Bicyclists may travel in large groups (peloton) which fill the lane of traffic. Organizers should provide front and rear escort vehicles for the peloton on major races. Intersections should be controlled to give racers priority so that the race never stops. Race officials often disqualify racers from the event if they cross the centerline of the road. Racers who lose contact with the peloton and fall behind the rear escort vehicle must return to following all traffic rules.

Time Trials

Time trials are events in which each bicycle racer travels 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 of 15 seconds to 3 minutes which spreads riders throughout the course. Course selection should reflect a road with few intersections with other roads, a wide shoulder, a safe turn around and a smooth road surface. Drafting (riding close behind another rider) is not allowed so bicyclists passing one another may ride side by side for a longer length of time than a normal pass. Being a race against the clock, marshals give priority at intersections to racers.

Criteriums

Criteriums are massed start, high speed events where riders race around a closed circuit course in a pack to compete for finish order. Most criteriums are usually held on closed 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 access for spectators. On a closed course, riders travel in a peloton at times filling all lanes of traffic.

Stage Races

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

Mountain Bike Races

Mountain bike races, sanctioned by the ACA or USA Cycling's National Off Road Bicycle Association, 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, resulting in riders travelling alone or in small groups.

Duathlons/Triathlons

Duathlons/Triathlons are multisport races which contain a competitive bicycling portion. These races are sanctioned by USA Triathlon. Most operate similar to a time trial race with no drafting permitted and riders spread throughout the course. Some mass start races allow drafting during the bicycling portion and then operate similar to a road race with a peloton potentially forming. The beginning and/or finish of the bicycle portion of the race may include a transition zone to/from swimming or running.

Adventure Races

These races consist of individual or teams (usually 2 to 6 teammates) of competitors who race using a variety of transportation means on trails, rivers, rocks, and roads. Team members usually have to remain in close proximity (usually within 2 minutes) to members on the same team. Most events take place off-road and operate like a mountain bike race. Some races may be on-road with the teams riding in small groups.

NON-RACING BICYCLE EVENTS

Bicycle racing is not the only form of popular cycling in Colorado. More and more people of all ages are taking to the streets and highways on their bicycles for transportation,

exercise and recreation. In addition to Colorado's bicycling residents, tourists from around the world travel to Colorado specifically to ride our roads and trails.

Riders may be encountered riding alone or in small groups. These bicyclists should be following the rules of the road, such as riding on the right when being overtaken, riding no more than two abreast, obeying traffic control devices and not impeding the reasonable flow of traffic. 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. Motorists have the responsibility to safely pass each bicyclist by providing a minimum of 3 feet safe passing distance between the motor vehicle (including mirrors) and the bicyclist.

Event organizers are encouraged to consult with the CSP and CDOT prior to the event to determine if a permit is required and if there is a high likelihood of traffic being affected to a significant degree. CSP currently requests permit applications for rides with over 50 participants. Event organizers should advise cyclists riding in these events to follow the rules of the road. If a police officer observes a traffic violation, the cyclist(s) may be ticketed. Motorists may also be ticketed. Event organizers may request copies of Colorado's rules of the road at no charge from CDOT or Bicycle Colorado.

Charity Rides

During Colorado's summer cycling season, bicyclists have the opportunity to ride for charity almost every weekend. Bicyclists can choose a ride suited to their ability from a gentle, flat 10 mile fun ride to a thigh busting 500 miles, over several mountain passes, in five or six days. These rides raise millions of dollars statewide in support of charities and attract participants from across the country. As fundraising rides continue to grow in popularity so does the number of participants, from several hundred to several thousand.

Since the number of riders can significantly impact normal traffic flow, permits for these events with more than 50 participants are required. The event organizer will want to obtain a permit in order to prove due diligence in providing for the safety of the riders. If a rider is hurt during the event, the organizer would more easily be able to prove due diligence if a permit had been obtained and the permit requirements were followed.

Touring Club and Multi-day Rides

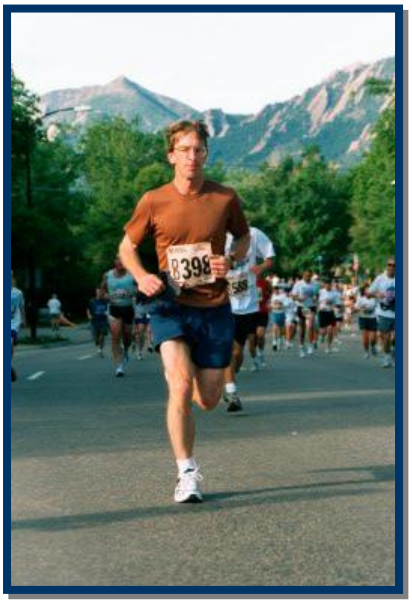
Bicycle clubs exist in almost every community in Colorado and offer a wide variety of road and mountain bike rides to their members. Clubs generally offer

novice through advanced, half to one day ride options for families and individuals. In addition, clubs and other organizations sometimes offer a large scale tour such as a century, double century, or multi-day event. For large events (more than 50 participants), it is required that event organizers let the CSP and CDOT know about the event in advance to determine if their assistance or a permit is required.

Guided Tours

Colorado is one of the top cycling destinations in the United States due to its extraordinary variety of road and mountain biking opportunities. Guided tours are generally limited to ten to twenty riders enjoying a multi-day cycling vacation. Generally, these tours are SAG (Support And Gear) wagon supported and guests may ride as much or as little as they desire depending on their ability. For larger tours of 50 or more riders, permits are required.

OTHER ROADWAY EVENTS



In addition to bicycling events, there are many other activities that affect our roadways such as running events, parades, ski and golf tournaments, concerts, etc.

Regardless of the type of event, the same procedures and requirements used for bicycling events need to be applied.

Many times, special events are held on local roads such as main streets or county roads. Often times an event will start in one location and end in another. Permits and approvals must be obtained for each local jurisdiction.

If you have questions regarding jurisdiction, you can easily contact the local city or town police office; or the county sheriff's department.

TYPES OF ROAD CLOSURES

Depending on the type of event you're planning, there are certain road closures that may be available to you.

Complete Closure

A complete road closure stops all motor vehicle traffic from entering the racecourse. Appropriate detours must be provided and police officers to direct the motoring public regarding the detour. A reason for the closure must be documented and approved by CDOT. Local entities, businesses and residents must be notified. Complete closures are NOT available on roadways where bicyclists are normally prohibited such as sections of I-25, I-70 and US-6.

Moving or Rolling Closure

Moving closures require marked police vehicles at the front and rear of the enclosure that are well signed for the motoring public. Motorcycle patrolmen are required to patrol in the enclosure to ensure that the participants are protected from any unforeseen traffic. Additional police officers are required to provide temporary road closures at all intersections, driveways, and entrances and exits from highways or other roadways while the participants pass through those areas. Depending on the number of participants, highway topography, staggered start, etc., rolling enclosures generally require more law enforcement personnel for traffic control. The abilities of the participants would affect the size and number of groups of participants for any given race.

It is recommended that the moving or rolling closure be for a specified amount of time, i.e. 20 to 30 minutes. The time begins when the first participant passes a certain point and continues for the specified amount of time. The rear patrol car will be at the rear of the enclosure and will contain an event official that will inform participants that they are out of the enclosure. Any participant that is not within the enclosure is considered to be a recreational participant and must obey all rules of the road in reference to bicycles or motor vehicles. These participants will not have police escort.

Partial Closure

Partial closures involve closing one lane of a multilane roadway for an event. Police officers are required to provide temporary road closures at all intersections, driveways, and entrances and exits from highways or other roadways while the racers pass through those areas.

The event organizer is required to prepare Traffic Control Plans for CDOT and CSP to review. CDOT and the CSP will advise the organizer regarding the number and types of signs and cones necessary to warn motorists not to use a specific lane and in areas where a particular hazard, such as a narrow bridge or roadway area exists. Obvious problems also exist with oncoming traffic in certain areas where one lane of a two-lane highway is closed. Motorcycle officers will be required to enforce the center line rule.

PERMIT APPLICATION GUIDELINES

The approval of a bicycle event permit will be granted only under conditions which assure reasonable safety for all participants, spectators, and other highway users, and will prevent unreasonable interference with traffic flow which would seriously inconvenience other highway users.

Advance planning is imperative to running a successful event. Reviewing the route, preparing Traffic Control Plans, working with CSP and CDOT, as well as the media and property owners along the route, will help lead to an approved permit and a safe event.

REQUIREMENTS

1. Special Event Permit Applications are available from the CSP website, http://csp.state.co.us, or the local CSP office, (sample in Appendix B).

2. If part of the event is to occur on a roadway within another jurisdiction (i.e., half of an event might be on a county road, the other half on a state highway), the organizer must request a permit from the local municipality and/or county. The CSP requires a copy of the permit and compliance with the other jurisdictions regulations.

3. Any use of private land shall have the owner's written approval. The CSP requires a copy of the written authorization.

4. If a Start/Finish banner is to be used, it shall comply with vertical clearance standards (minimum of 18').

5. 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 event. Potholes may be identified for the safety of the participants with powdered chalk not spray paint.

6. Adequate sanitary facilities, parking, etc. for participants, support crews, and spectators shall be provided.

7. Adequate crowd control shall be provided.

8. All litter, temporary signs and other event materials shall be cleaned up by the organizer immediately following the event. Any cleanup costs associated with the event will be billed to the event organizer.

9. Events scheduled on the same roadways on multiple days (i.e., four Sundays in a row) will be discouraged.

10. If the application is denied, the organizer will be told what corrections need to be made in the plan and allowed to resubmit the application within five working days. If denied again, refer to the "Appeal Process" section of this document.

11. Proof of insurance is required and must accompany the application, coverage shall be provided as follows:

    a. $150,000.00 for any injury to one person in any single occurrence.

    b. $600,000.00 for any injury to two or more persons in a single occurrence.

    Important Note: The "State of Colorado and Its Employees" must be named as additionally insured under the certificate.

12. A detailed map showing the proposed course and direction of the event shall be submitted. Locations of parking areas, water stations, toilet facilities and other appropriate information shall be shown on the map. The parking areas and toilet facilities shall not be located within CDOT right-of-way along the route. The event organizer is responsible for obtaining appropriate permission to locate these facilities on private right-of-way.

13. The type of existing traffic control shall be shown for each intersection, detour, and road involved in the event. It is the responsibility of the event organizer to prepare the Traffic Control Plan to be submitted with the application. Traffic control companies can prepare plans for you if you need assistance.

14. Railroad crossing and bridges are to be given special attention. The event organizer shall coordinate with appropriate railroad representatives to ensure that the event schedule will not interfere with the operation of the railroad. The United States Postal Service is to be notified if there is any chance that the event will affect a mail delivery route.

15. A post-event debriefing is strongly encouraged within 30 days after the event to suggest improvements for subsequent years.

16. If permit (CSP or any other jurisdiction) guidelines/restrictions are not met, there is a possibility that the event will not be approved in subsequent years.

TIMELINE

120 Days Prior to Publically Announcing the Event:
Most large events are planned and organized months, if not years, ahead of the actual event. Event organizers are encouraged to hold a planning meeting with the CSP, CDOT and local municipalities to discuss the proposed course and initiate the permit process. Conflicts with other activities may be avoided with advance planning. At the planning meeting, any known highway construction, maintenance activities or other scheduled events that are planned for the proposed routes will be discussed. An attempt will be made by CDOT to not schedule any construction or maintenance activities, which will interfere with the event once the permit has been issued. Reviewers may wish to distribute plans to others for comment

90 Days Prior to Public Announcement
Comments and concerns from CSP, CDOT and other jurisdictions are due to the Event Organizer.

30 Days Prior to Public Announcement:
Deadline to submit completed special event permit application and application fee to CSP.

60 Days Prior to Event:
Response deadline from CSP and CDOT on approval or denial of the permit application--response will include estimated costs if permit is approved.
Traffic Control Plan, permits from local jurisdictions, and confirmation of notifications (see Notifications section below) due to CSP

30 Days Prior to Event:
Payment equal to CSP staffing estimate and Certificate of Insurance due to CSP.

Day of Event:
Event Organizer and CSP Ride Supervisor meet to discuss any questions
Have a safe and fun event!

30 Days After Event:
Debrief meeting with CSP to review event success, safety issues, and permit requirements

60 Days After Event:
Approximate date for refund from CSP for overpayment of CSP costs (see Permit Application for details).

NOTIFICATIONS

The event organizer is responsible for the following notifications:

1. All appropriate local and state law enforcement agencies shall be notified of the event at the time of the application.

2. All local jurisdictions (County Administrator, City/Town Manager) affected by the event shall be notified at the time of the application.

3. Local emergency units (fire, rescue, etc.), local post offices and regularly scheduled buses and affected business/trucking companies shall be notified upon approval of the permit or at least two weeks before the event.

4. At least two weeks before the event, the organizer shall distribute a news release to all local radio stations, television stations and newspapers that will announce the event and advise residents of potential travel delays. The news release shall include dates, times, roads that will be affected and an estimate of the length of delay. A copy shall be provided to the CSP and CDOT. Counties, Chambers of Commerce, and Visitor Centers are often good resources for media distribution.

OPERATION OF THE EVENT

1. Interruption of motor vehicle traffic flow shall be kept to a minimum.

2. The event organizer is responsible to provide the CSP with the following information: 1) the final number of participants, 2) the names and rider numbers of the participants. This information should be provided both electronically (Excel or PDF format) and by hard copy prior to the start of the event.

3. A contact person, the Chief Official or Event Organizer shall be designated prior to and available at the time of the event. Contact should be available by cell phone or portable radios. Multi-day events shall have a daily briefing meeting with any law enforcement involved for that day's activity.

4. Escort vehicles may be required. Vehicles for race officials should be clearly marked as "Official Vehicle".

5. All participants will be encouraged to wear bright, highly visible clothing. Numbers worn by all participants shall be positioned to be visible from the roadway. For ACA/USCF/USAT events, race rules and regulations will apply. Riders without numbers will be contacted to determine if they are a registered rider for the event. Permits may exclude non-registered riders, and riders in violation of the permit may be asked to leave and/or be issued a citation.

6. The event is to occur during daylight hours unless special permission is given.

7. All riders shall ride on the right hand side of the road or on a paved shoulder when suitable for riding. When being overtaken by another vehicle, riders shall ride as close to the right-hand side as safe. These rules apply except when passing another bicycle or vehicle in the same direction; when preparing for a left turn; or when reasonably necessary to avoid hazardous conditions.

8. Bicyclists shall ride single file; except that riding no more than two abreast is permitted when it will not impede the normal and reasonable movement of traffic; or when riding on paths or parts of roadways set aside for the exclusive use of bicycles. Bicyclists should move to single file to allow other vehicles to pass.

9. The event may be terminated by the event organizer or CSP if the weather conditions are determined to make the roadway unsafe for the event. Before the decision to cancel is made, discussion between these two parties should occur to determine necessary actions needed to protect riders' safety such as: alternate routes, emergency procedures, locations for medical aid, communication to riders, shelter location, traffic control, media announcement, etc.

10. During the planning process, the CSP and/or CDOT will assist the event organizer in determining the time of day that the event will be least disruptive to traffic.

11. SAG (Support And Gear) vehicles used in non-race events shall select an alternate route if possible, or proceed as normal traffic. SAG vehicles should minimize back tracking. SAG vehicles should pull off as far to the right hand side of the roadway as possible when stopping to assist a rider.

12. Rest stops shall be placed on the right side of the roadway to avoid conflicts with traffic. Ideally rest stops are set back from the road providing adequate space for

bike parking and room for riders exiting/entering the roadway. Bicycles should not be parked on the road.

RIDER AGREEMENT

Colorado Bicycle Event Coordinators have developed the following "Rider Agreement" that is distributed at each event. Coordinators of new events are encouraged to adopt the agreement as part of safety and outreach for their events:

"Your event name" is conducted on open roads with vehicular traffic. Roads include both marked and unmarked hazards. Though we go to great lengths to make the ride as safe as possible, always remember that safety is in your own hands and ride by these rules:

- Wear a helmet ***at all times*** – NO EXCEPTIONS
- Carry ID and relevant medical information
- Rules of the road apply; same rights and duties as the driver of any other vehicle
- Ride single file where necessary, maximum of two abreast when conditions allow, do not impede traffic
- Ride as far right as reasonable
- Obey all traffic lights, signs, and regulations
- Pass on the left only, announce "passing" or "hello" or "on your left"
- Use hand signals to indicate road hazards, stopping, slowing, right, and left turns
- Prepare properly: nutrition, hydration, training, and for sudden changes in weather conditions
- Respect others: riders, volunteers, host communities, motorists, pedestrians, law enforcement, and the environment

Riding safely and considerately is vital to your enjoyment and the safety of other riders. The future of cycling events in Colorado depends on your cooperation with the rules above.

TRAFFIC CONTROL

1. A CSP officer will be required to control traffic at all intersections along state highways outside of incorporated municipalities and other locations identified by the CSP and CDOT, where existing traffic control devices are to be temporarily overridden by the event participants. Corner marshals may assist in the direction of event participants only; under Colorado law they have no authority to direct motor vehicle traffic.

2. If there are no law enforcement personnel available, riders/participants will obey all traffic signs, signals etc.

3. In certain areas of a complete road closure, it may be deemed necessary by the CSP or CDOT to require one or more pilot cars to guide a queue of vehicles through a corridor. The pilot car sign shall be mounted at a conspicuous location on the rear of the vehicle.

CHARGES

1. The organizer will be required to pay for services and equipment provided by the CSP and CDOT to facilitate the bicycle event. If an organizer chooses to use the services of a traffic control company to prepare or make revisions to the Traffic Control Plan he/she is responsible for any charges incurred.

2. Organizers must pay the application fee and estimated CSP costs in advance. CDOT will provide a cost estimate and itemized bill for services at the conclusion of the event.

3. The CSP will provide the organizer with a written estimate of costs and list of services to be provided. Upon completion of the event an itemized list of hours will be provided to the event sponsor if requested. If the estimate exceeded the actual cost by more than $100, the CSP will issue a check to the organizer for the difference. However, if the actual cost exceeded the estimate by more than $100, the organizer will be required to remit the difference to the CSP.

4. The permit application fee is $25.00, payable to the Colorado State Patrol.

APPEAL PROCESS

1. If a permit is denied, the applicant may appeal through the appropriate chain of command at the CSP and/or CDOT. Simply ask for the name of the CSP

Captain's or CDOT engineer's superior and how to contact them. Submit your appeal in writing for their review.

If the permit is approved, but conditions are not satisfactory to the event organizer, the conditions may be appealed as stated above.

SPECIAL CONDITIONS

Road Races

1. A complete road closure should be set up for national or world class events, or when deemed necessary by the CSP or CDOT.

2. A rolling closure by police escort may be necessary, depending on the number of riders, when the race is located in a heavily traveled area or under special circumstances.

3. Front and back escort vehicles shall be provided by the organizer/law enforcement 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 or flashing hazard lights if approved, and stay with the main pack. Riders who drop behind the rear escort vehicle are outside the rolling closure and shall follow the rules of the road.

4. Marshals shall be present at all intersections to direct participants, and there should be multiple marshals as required at busy intersections. Approaches to all intersections controlled by corner marshals shall display three advance-warning signs provided by the organizer (see section on Signing Standards). Marshals can direct participant traffic only; a uniformed officer must direct all motor vehicle traffic.

5. 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 section on Signing Standards). A minimum of one sign every 15 miles in each direction or a minimum of one sign per course in each direction shall be installed whichever is greater.

6. If the race is not a loop, it is recommended that buses and car pools provide transportation back to the start line.

7. The media will not have any special privileges during the race and must obey all traffic laws. It is recommended they stay permanently stationed at desirable locations along the course unless they are allowed to follow the participants at the command of the Chief Official.

8. Vehicles used in setting up the aid and relief stations will not be allowed on the roadway during the race and must remain off the shoulder. "Official" vehicles may enter the course at the command of the Chief Official.

9. SAG (Support And Gear) vehicles should minimize back tracking and pull off as far to the right hand side of the roadway as possible when stopping to assist a rider.

10. Rest Stops and feed zones shall be placed on the right side of the roadway to avoid conflicts with traffic.

Time Trials

1. A road closure may not be necessary.

2. Riders shall follow rules of the road unless special traffic control is provided.

3. If special traffic control is used, law enforcement shall be placed at intersections where cyclists will be disregarding the traffic control devices. Marshals will be needed at the turnaround point and at the Start/Finish line.

4. Pre-race information signs are not required, but may be helpful (see section on Signing Standards).

Criteriums

1. 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 an approved Traffic Control Plan. Generally, parked vehicles cannot be allowed on the racecourse, so the organizer will need to follow the CSP's and CDOT's regulations on advance notice before towing of vehicles from the course.

2. A reasonable detour around the course shall be available before the site can be approved. The organizer will need to provide detour signing as prescribed in the Manual on Uniform Traffic Control Devices (MUTCD), Part VI.

3. Businesses and residents shall be notified in writing by the organizer between one month and one week prior to the event, depending on the CSP's and CDOT's discretion.

4. Corner marshals shall be placed at all street intersections to control pedestrian flow, bicyclists and monitor motorist use of the detour. Police officers must direct motor vehicle traffic.

5. Police presence may be required in urban areas with high traffic volumes.

Duathlons/Triathlons

Refer to the appropriate event classification that best fits the bicycle race portion of the event.

MARSHALS

Marshals or Event Staff are commonly utilized at large events to assist participants and spectators. Their functions may include: providing general information and direction; providing first aid and/or calling for medical aid; controlling access to and within the venue; directing participants and spectators to their appropriate locations, identifying potential problems; and asking for voluntary compliance with established laws and event or venue guidelines.

This group is a key element in ensuring a safe event and events should utilize mature people of high caliber and ability. They need to be well versed in the details of the event, all contingency plans, and what to do in case of an emergency. It is recommended that Event Staff or Marshals be dressed distinctively so that they are easily identifiable by participants, spectators, staff, and law enforcement.

Communication among this group is critical as they are the eyes and ears of the event coordinator and sponsor, as well as law enforcement attached to the event. They should have an organized means of communication with event coordinators, law enforcement, emergency services, and each other.

In some instances, Marshals may encounter individuals who don't respond appropriately to a request for voluntary compliance. In these cases, law enforcement assistance should be obtained to correct the problem. Marshals should not place themselves in danger by confronting individuals beyond a simple request for compliance or a reminder of the expectations outlined in the participant or spectator agreement.

The deployment of Marshals and/or Event Staff should be clearly specified within the event plan.

Examples of how Marshals or Event Staff might be utilized:

- Organizing participants in the start area of the event.
- Being visible in front of a spectator crowd and asking onlookers to remain behind barriers.
- Positioned prior to a hazard along a route warning participants.
- Positioned prior to a traffic control device (i.e. stop sign) or detour reminding participants of the appropriate course of action.

- Within the participant body of the event and/or positioned along the route to direct participants and spectators.
- Identifying unregistered participants and asking them to register or remove themselves from the event.
- Asking for compliance with event requirements. i.e. helmets, attire, behavior, or identification.
- Directing participants at intersections as to the correct route, hazards, and/or assisting law enforcement.
- Warning participants of upcoming hazards or overtaking motor vehicle traffic, and facilitating crossing intersections where turning traffic creates a hazard.
- Positioned at rest stops/aid stations to keep participants from blocking the road and encouraging safe exits and entries to road.
- Educating event participants on proper and safe riding behavior.
- Requesting participants comply with the rules of the road.

Volunteer marshals and Event Staff are <u>not</u> to be used to direct traffic on any roadway. For safety reasons, only law enforcement officials or licensed traffic control companies are allowed to provide traffic control on roadways.

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 insures that the message is clear and that the signs gain credibility. Requests for temporary directional signing for special events are quite common. Such special events include (but are not limited to) the PGA International Golf Tournament, United States Olympic Festival, and World Mountain Bike Championships. Event or race organizers often have a number of opportunities to provide attendees with travel directions via fliers, newspaper advertisements, ticket mailings, etc., and are encouraged to do so.

The principal purpose of Special Event signing is to direct attendees to parking areas, and is typically installed only from the point where driver confusion might reasonably be expected to begin. Overall, the anticipated impacts of special event traffic on the public safety and mobility will determine what, if any, temporary directional signing is appropriate.

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 (MUTCD). CDOT shall advise race organizers on current standards; these shall be similar to those used in road construction.

Pre-Event Signs

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

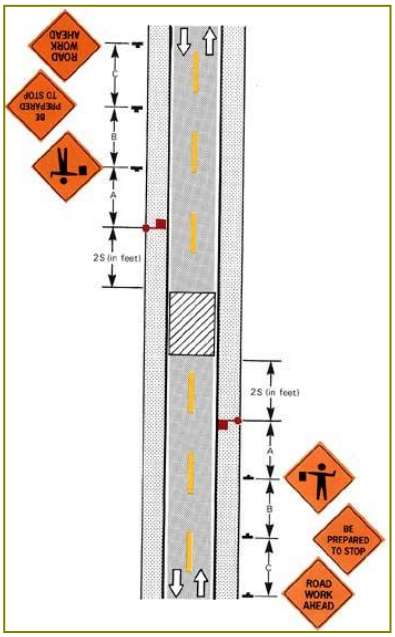
BICYCLE RACE
JULY 4TH 10 AM – 2 PM
EXPECT TRAFFIC DELAYS

These signs can be mounted on a temporary stand or can be mounted by CDOT at cost on existing posts beneath non-regulatory signs. However, no signs shall be placed on CDOT posts without prior approval of the Region Traffic Engineer. The organizer shall have CDOT or traffic control companies erect all required signs.

The CSP or CDOT may require the organizer to place signs or fliers on unattended vehicles within a closed course advising motorists of an event in progress and that the road is closed.

Intersections

Approaches to all intersections controlled by corner marshals should display three advance warning signs. The signs should be placed according to the MUTCD in the following order: SPECIAL EVENT AHEAD, BE PREPARED TO STOP, FLAGGER SYMBOL. 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 on an approved breakaway device.



Event 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 participants return to the intersection. The event organizer must give clear instructions and the expected timetable to corner marshals.

Escort Vehicles

Escort vehicles which operate with a participant group 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:

BICYCLE RACE
IN PROGRESS

Each escort vehicle must be identified as an official event vehicle and clearly visible from both directions of travel. Event Official vehicles will be clearly identified as “Official Event Vehicle” with signs on the window on the left side of the vehicle and on the left corner of the front windshield.

Variable Message Boards (VMS)

Variable Message Boards can be an effective way of communicating to participants as well as the general public and property owners traveling in the event corridor. Check with your Traffic Control Planner and CDOT to determine when and where VMS boards would be appropriate.

RESOURCES

Colorado State Patrol (CSP)
Headquarters
700 Kipling Street
Lakewood, CO 80401
303-239-4500
http://www.csp.state.co.us/

Colorado Department of Transportation (CDOT)
Headquarters
4201 East Arkansas Avenue
Denver, CO 80222
303-757-9982
http://www.coloradodot.info

Colorado Film Commission
1625 Broadway, 27th Floor
Denver, CO 80202
303-592-4075
http://www.coloradofilm.org

Manual on Uniform Traffic Control Devices
http://mutcd.fhwa.dot.gov/

Bicycle Racing Association of Colorado
1135 A. South Oneida Street
Denver, CO 80224
303-757-1892
http://www.coloradocycling.org

Bicycle Colorado
1525 Market Street, Suite 100
Denver, CO 80202
303-417-1544
http://www.BicycleColorado.org

USA Cycling, United States Cycling Federation (USCF), and National Off Road Bicycling Association (NORBA)
210 USA Cycling Point, Suite 100
Colorado Springs, CO 80909
719-434-4200
http://www.usacycling.org/

USA Triathlon, Rocky Mountain Region
Windsor, CO
http://www.usatriathlon.org/

USA Duathlon
http://www.duathlon.com

Application for a permit to conduct an athletic or special event on state highways:
http://www.colorado.gov/cs/Satellite/StatePatrol-Main/CBON/1251594530643

Manual on Uniform Traffic Control Devices (signage and markings)
http://mutcd.fhwa.dot.gov/htm/2009/html_index.htm

Colorado Rules of the Road

The following is taken directly from the Colorado Statutes 42-4-1412. For additional Colorado Transportation Statutes, go to www.michie.com/colorado

42-4-1412. Operation of bicycles and other human-powered vehicles.

(1) Every person riding a bicycle or electrical assisted bicycle shall have all of the rights and duties applicable to the driver of any other vehicle under this article, except as to special regulations in this article and except as to those provisions which by their nature can have no application. Said riders shall comply with the rules set forth in this section and section 42-4-221, and, when using streets and highways within incorporated cities and towns, shall be subject to local ordinances regulating the operation of bicycles and electrical assisted bicycles as provided in section 42-4-111.

(2) It is the intent of the general assembly that nothing contained in House Bill No. 1246, enacted at the second regular session of the fifty-sixth general assembly, shall in any way be construed to modify or increase the duty of the department of transportation or any political subdivision to sign or maintain highways or sidewalks or to affect or increase the liability of the state of Colorado or any political subdivision under the "Colorado Governmental Immunity Act", article 10 of title 24, C.R.S.

(3) No bicycle or electrical assisted bicycle shall be used to carry more persons at one time than the number for which it is designed or equipped.

(4) No person riding upon any bicycle or electrical assisted bicycle shall attach the same or himself or herself to any motor vehicle upon a roadway.

(5) (a) Any person operating a bicycle or an electrical assisted bicycle upon a roadway at less than the normal speed of traffic shall ride in the right-hand lane, subject to the following conditions:

(I) If the right-hand lane then available for traffic is wide enough to be safely shared with overtaking vehicles, a bicyclist shall ride far enough to the right as judged safe by the bicyclist to facilitate the movement of such overtaking vehicles unless other conditions make it unsafe to do so.

(II) A bicyclist may use a lane other than the right-hand lane when:

(A) Preparing for a left turn at an intersection or into a private roadway or driveway;

(B) Overtaking a slower vehicle; or

(C) Taking reasonably necessary precautions to avoid hazards or road conditions.

(III) Upon approaching an intersection where right turns are permitted and there is a dedicated right-turn lane, a bicyclist may ride on the left-hand portion of the dedicated right-turn lane even if the bicyclist does not intend to turn right.

(b) A bicyclist shall not be expected or required to:

(I) Ride over or through hazards at the edge of a roadway, including but not limited to fixed or moving objects, parked or moving vehicles, bicycles, pedestrians, animals, surface hazards, or narrow lanes; or

(II) Ride without a reasonable safety margin on the right-hand side of the roadway.

(c) A person operating a bicycle or an electrical assisted bicycle upon a one-way roadway with two or more marked traffic lanes may ride as near to the left-hand curb or edge of such roadway as judged safe by the bicyclist, subject to the following conditions:

(I) If the left-hand lane then available for traffic is wide enough to be safely shared with overtaking vehicles, a bicyclist shall ride far enough to the left as judged safe by the bicyclist to facilitate the movement of such overtaking vehicles unless other conditions make it unsafe to do so.

(II) A bicyclist shall not be expected or required to:

(A) Ride over or through hazards at the edge of a roadway, including but not limited to fixed or moving objects, parked or moving vehicles, bicycles, pedestrians, animals, surface hazards, or narrow lanes; or

(B) Ride without a reasonable safety margin on the left-hand side of the roadway.

(6) (a) Persons riding bicycles or electrical assisted bicycles upon a roadway shall not ride more than two abreast except on paths or parts of roadways set aside for the exclusive use of bicycles.

(b) Persons riding bicycles or electrical assisted bicycles two abreast shall not impede the normal and reasonable movement of traffic and, on a laned roadway, shall ride within a single lane.

(7) A person operating a bicycle or electrical assisted bicycle shall keep at least one hand on the handlebars at all times.

(8) (a) A person riding a bicycle or electrical assisted bicycle intending to turn left shall follow a course described in sections 42-4-901 (1), 42-4-903, and 42-4-1007 or may make a left turn in the manner prescribed in paragraph (b) of this subsection (8).

(b) A person riding a bicycle or electrical assisted bicycle intending to turn left shall approach the turn as closely as practicable to the right-hand curb or edge of the roadway. After proceeding across the intersecting roadway to the far corner of the curb or intersection of the roadway edges, the bicyclist shall stop, as much as practicable, out of the way of traffic. After stopping, the bicyclist shall yield to any traffic proceeding in either direction along the roadway that the bicyclist had been using. After yielding and complying with any

official traffic control device or police officer regulating traffic on the highway along which the bicyclist intends to proceed, the bicyclist may proceed in the new direction.

(c) Notwithstanding the provisions of paragraphs (a) and (b) of this subsection (8), the transportation commission and local authorities in their respective jurisdictions may cause official traffic control devices to be placed on roadways and thereby require and direct that a specific course be traveled.

(9) (a) Except as otherwise provided in this subsection (9), every person riding a bicycle or electrical assisted bicycle shall signal the intention to turn or stop in accordance with section 42-4-903; except that a person riding a bicycle or electrical assisted bicycle may signal a right turn with the right arm extended horizontally.

(b) A signal of intention to turn right or left when required shall be given continuously during not less than the last one hundred feet traveled by the bicycle or electrical assisted bicycle before turning and shall be given while the bicycle or electrical assisted bicycle is stopped waiting to turn. A signal by hand and arm need not be given continuously if the hand is needed in the control or operation of the bicycle or electrical assisted bicycle.

(10) (a) A person riding a bicycle or electrical assisted bicycle upon and along a sidewalk or pathway or across a roadway upon and along a crosswalk shall yield the right-of-way to any pedestrian and shall give an audible signal before overtaking and passing such pedestrian. A person riding a bicycle in a crosswalk shall do so in a manner that is safe for pedestrians.

(b) A person shall not ride a bicycle or electrical assisted bicycle upon and along a sidewalk or pathway or across a roadway upon and along a crosswalk where such use of bicycles or electrical assisted bicycles is prohibited by official traffic control devices or local ordinances. A person riding a bicycle or electrical assisted bicycle shall dismount before entering any crosswalk where required by official traffic control devices or local ordinances.

(c) A person riding or walking a bicycle or electrical assisted bicycle upon and along a sidewalk or pathway or across a roadway upon and along a crosswalk shall have all the rights and duties applicable to a pedestrian under the same circumstances, including, but not limited to, the rights and duties granted and required by section 42-4-802.

(11) (a) A person may park a bicycle or electrical assisted bicycle on a sidewalk unless prohibited or restricted by an official traffic control device or local ordinance.

(b) A bicycle or electrical assisted bicycle parked on a sidewalk shall not impede the normal and reasonable movement of pedestrian or other traffic.

(c) A bicycle or electrical assisted bicycle may be parked on the road at any angle to the curb or edge of the road at any location where parking is allowed.

(d) A bicycle or electrical assisted bicycle may be parked on the road abreast of another such bicycle or bicycles near the side of the road or any location where parking is allowed in such a manner as does not

impede the normal and reasonable movement of traffic.

(e) In all other respects, bicycles or electrical assisted bicycles parked anywhere on a highway shall conform to the provisions of part 12 of this article regulating the parking of vehicles.

(12) (a) Any person who violates any provision of this section commits a class 2 misdemeanor traffic offense; except that section 42-2-127 shall not apply.

(b) Any person riding a bicycle or electrical assisted bicycle who violates any provision of this article other than this section which is applicable to such a vehicle and for which a penalty is specified shall be subject to the same specified penalty as any other vehicle; except that section 42-2-127 shall not apply.

(13) Upon request, the law enforcement agency having jurisdiction shall complete a report concerning an injury or death incident that involves a bicycle or electrical assisted bicycle on the roadways of the state, even if such accident does not involve a motor vehicle.

(14) Except as authorized by section 42-4-111, the rider of an electrical assisted bicycle shall not use the electrical motor on a bike or pedestrian path.

42-4-1002. Passing oncoming vehicles.

(1) Drivers of vehicles proceeding in opposite directions shall pass each other to the right, and, upon roadways having width for not more than one lane of traffic in each direction, each driver shall give to the other at least one-half of the main-traveled portion of the roadway as nearly as possible.

(2) A driver shall not pass a bicyclist moving in the same direction and in the same lane when there is oncoming traffic unless the driver can simultaneously:

(a) Allow oncoming vehicles at least one-half of the main-traveled portion of the roadway in accordance with subsection (1) of this section; and

(b) Allow the bicyclist at least a three-foot separation between the right side of the driver's vehicle, including all mirrors or other projections, and the left side of the bicyclist at all times.

(3) Any person who violates any provision of this section commits a class A traffic infraction.

42-4-1004 When overtaking on the right is permitted.

(1.5) The driver of a motor vehicle upon a one-way roadway with two or more marked traffic lanes, when overtaking a bicyclist proceeding in the same direction and riding on the left-hand side of the road, shall allow the bicyclist at least a three-foot separation between the left side of the driver's vehicle, including all mirrors or other projections, and the right side of the bicyclist at all times.

(2) a driver shall not pass a bicyclist moving in the same direction and in the same lane when there is oncoming traffic unless the driver can simultaneously:

(a) allow oncoming vehicles at least one-half of the main-traveled portion of the roadway in accordance with subsection (1) of this section; and

(b) allow the bicyclist at least a three-foot separation between the right side of the driver's vehicle,

including all mirrors or other projections, and the left side of the bicyclist at all times.

(c) (3) any person who violates any provision of this section commits a class a traffic infraction.

Section 7. 18-9-116. Throwing missiles at vehicles - harassment of Bicyclists.

(a) Any person who knowingly projects any missile at or against any vehicle or equipment designed for the transportation of persons or property, OTHER THAN A BICYCLE, commits a class 1 petty offense.

(b) (2) any person who knowingly projects any missile at or against a bicyclist commits a class 2 misdemeanor.

(c) (3) as used in this section, "missile" means any object or substance.