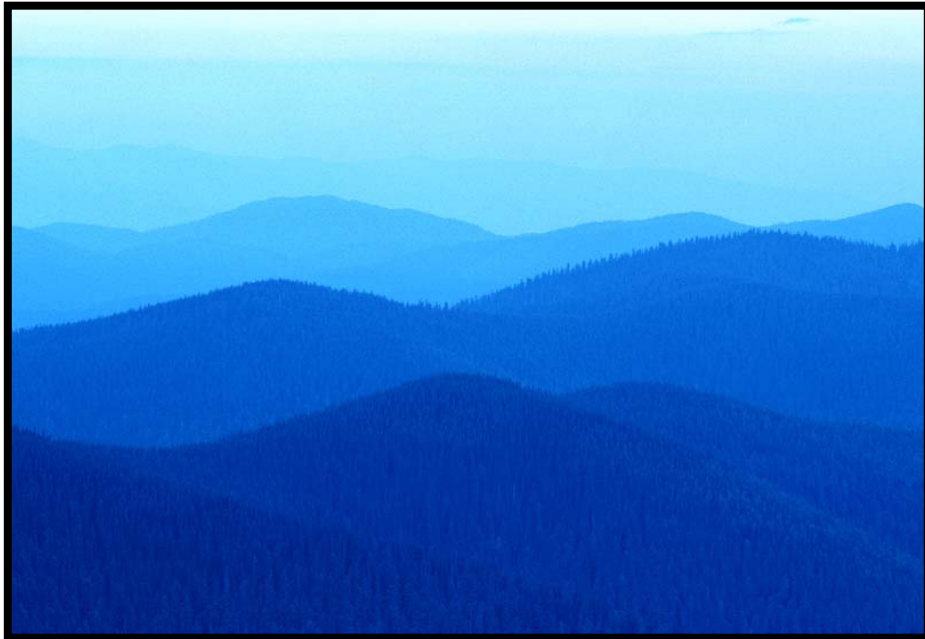


# **Special Events on Colorado State Roadways**

**A Guideline for Event Organizers**



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The Colorado State Patrol  
The Colorado Department of Transportation  
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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: property owners, spectators, additional road users and others.

CDOT and CSP have a mission of transportation safety and efficiency for all users, pedestrians, bicyclists, and 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 ensuring a safe experience for all users of the state transportation system.

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.

## 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*

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. 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. Organizers should provide front and back escort vehicles for the pack on major races. Bicyclists may travel in large groups (peloton) which fill the lane of traffic. Marshals control intersections 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 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 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. Being a closed course, riders travel in a peloton at times filling both 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 (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.

### *Biathlons/Triathlons*

Biathlons/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 commuting, 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 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 following traffic laws for overtaking another vehicle.

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) will be ticketed. Event organizers may request copies of Colorado's rules of the road at no charge from CDOT or Bicycle Colorado.

### *Fundraising 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 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.



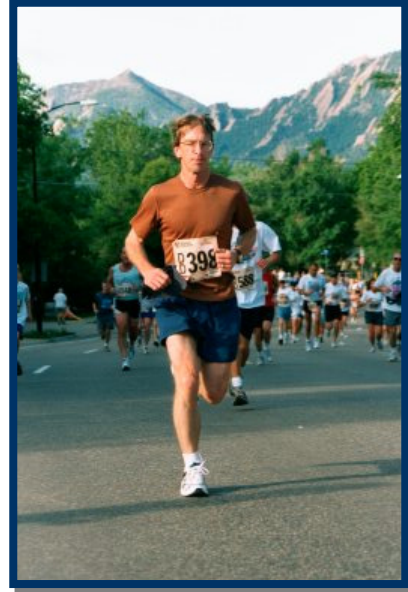
## OTHER ROADWAY EVENTS

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. Closures that require significant detours and/or closures for bike events that are not races will not be allowed.

### *Moving or Rolling Closure*

Moving closures require marked police vehicles at the front and back of the enclosure that are well signed for the motoring public. Motorcycle patrolmen are required to patrol in the enclosure to ensure that the riders/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 racers pass through those areas. Depending on the number of racers, highway topography, staggered start, etc., rolling enclosures generally require more law enforcement personnel for traffic control. The abilities of the racers would affect the size and number of "packs" 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 rider/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 riders that they are out of the enclosure. Any rider/participant that is not within the enclosure is considered to be a recreational rider/participant and must obey all Colorado Revised Statutes in reference to bicycles or motor vehicles. These riders/participants will not have police escort.



### *Partial Closure*

Partial closures involve closing one lane of a multilane roadway for a race. 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 will have to hire someone 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 race 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 approval. The CSP requires a copy of the written authorization.
4. If a Start/Finish banner is to be used, it should 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 race. Potholes can be circled 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 race 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

### **90 Days Prior to Event:**

Event organizers are encouraged to hold a planning meeting with the CSP, CDOT and local municipalities to discuss the proposed course. Conflicts with other activities can be avoided with advance planning. At the planning meeting, any known highway construction, maintenance activities or other 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.



### **60 Days Prior to Event:**

Deadline to submit completed special event permit application and application fee to CSP.

### **30 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 management plan, permits from local jurisdictions, and confirmation of notifications (see Notifications section below) due to CSP

### **15 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:

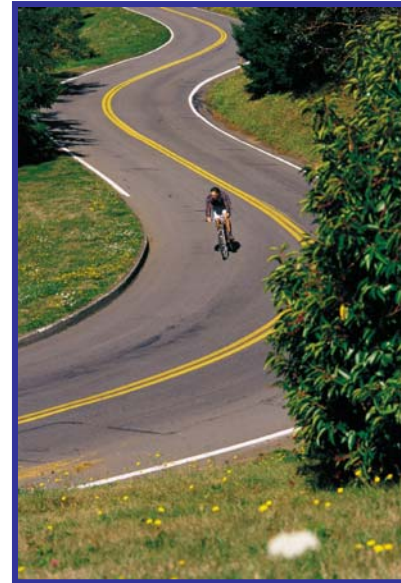
1. All appropriate local and state law enforcement agencies shall be notified of the event at the time of the application.
2. All local jurisdictions (County Administrator, City/Town Manager) affected by the event shall be notified at the time of the application.
3. Local emergency units (fire, rescue, 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 race 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.



## 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 a close to the right-hand side as safe and practicable. 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.
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 Aid & 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 and pull off or 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.

## **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 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 police 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 Aid & Gear) vehicles should minimize back tracking and pull off or 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).

### *Criteria*

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.

### *Biathlons/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.

**Volunteer marshals and Event Staff are not 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-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 an orange background and black lettering. An example follows:



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 a race 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: BICYCLE RACE AHEAD, FLAGGER SYMBOL, BE PREPARED TO STOP. 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.

### *Race Pauses*

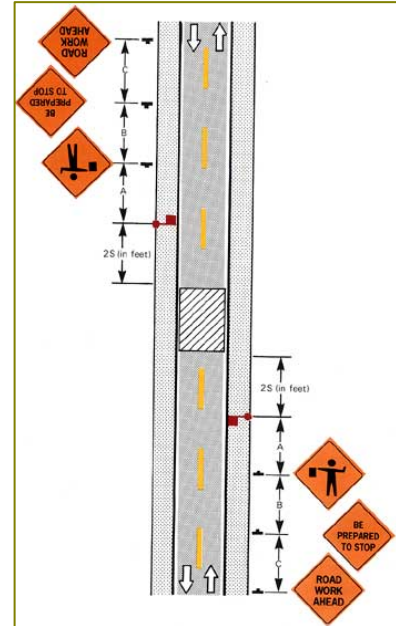
Signs should be turned away from the street when the corner marshal is not available or if there is a long wait until the cyclists return to the intersection. The event organizer must give clear instructions and the expected timetable to corner marshals.

### *Escort Vehicles*

Escort vehicles which operate with a 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 or flashing hazard lights if approved, clearly visible from both directions of travel. Race Official vehicles will be clearly identified as “Race Official” with signs on the window on the left side of the vehicle and on the left corner of the front windshield.





## 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.dot.state.co.us>

### Manual on Uniform Traffic Control Devices

<http://mutcd.fhwa.dot.gov/>

### American Cycling Association (ACA)

7781 E. Jarvis Place  
Denver, CO 80237  
303-458-5538  
<http://www.americancycling.org/>

### Bicycle Colorado

1701 Wynkoop Street, Suite 236  
Denver, CO 80202  
303-417-1544  
<http://www.BicycleColorado.org>

### USA Cycling, United States Cycling Federation (USCF), and National Off Road Bicycling Association (NORBA)

One Olympic Plaza  
Colorado Springs, CO 80909  
719-866-4581  
<http://www.usacycling.org/>

### USA Triathlon

1365 Garden of the Gods Road, Suite 250  
Colorado Springs, CO 80907-3425  
719-597-9090  
<http://www.usatriathlon.org/>

## 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 30 days prior to the submission of your permit application?

Has the application been submitted 60 days before the 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 if this is a race?

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-race 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?

## SAMPLES AND BEST PRACTICES

Downloadable Samples are available at:

Application for a permit to conduct an athletic or special event on state highways:  
<http://www.csp.state.co.us/downloads/speceventapp06.pdf>

MUTCD Part VI:

[http://www.osha.gov/doc/highway\\_workzones/mutcd/index.html](http://www.osha.gov/doc/highway_workzones/mutcd/index.html)

Sample of race signs located on page 14 through 16:

<http://www.oregon.gov/ODOT/HWY/BIKEPED/docs/bikerace.pdf>

Sample of pre-race sign and escort vehicle banner on page 16 and 17 at:

<http://www.wsdot.wa.gov/bike/pdf/RacingGuide.pdf>

