



Guidance for VTTA National Championship Organisers

With Start and Result Sheet Templates

(2025 version)

Aim

The Aim of this guidance note is to help all VTTA championship organisers achieve a consistently high standard in our major events.

A) Guidance

1. Entry eligibility - To be eligible for Championship awards, riders must be paid-up VTTA members at the closing date for entries and have linked their online VTTA and CTT accounts so their VTTA membership number can be checked by the organiser on the entry list. Riders who are aged 39, but who will be aged 40 by the day of the Championship, may apply to the Championship organiser to be included on condition that they will have completed an online membership application prior to the day of the championship which the organiser, or NEC rep can check.
2. The start and result sheets will be produced by the championship organiser but they should ask the NEC representative to confirm the content before they are posted on the CTT site.
3. Full details must be given of the VTTA championship awards - see Appendix A below. It should be noted that medals presented at the event are 'dummies', for photographic purposes, and must be returned immediately. The engraved medals will be distributed to winners later in the season.
4. The start and result sheets must comply with CTT regulations applicable to all open events. Note that the phrase "For and on behalf of Cycling Time Trials under its Rules and Regulations" must be included on the start **and** result sheets (normally under the main heading).
5. Start lists and result lists are expected to be produced as Excel spreadsheets so they can be uploaded as csv files to the CTT. But they should also be copied into the full start and result sheet documents which we would expect to be produced in Word (or some other text format). It should be possible to use the standard Excel / Word functions to copy and paste the start and result lists from an Excel table into the template Word document but it does need some care. We also recommend converting to pdf before upload because Word document layouts can become unstable when they include photographs and tables alongside normal text.
6. As this is a championship event, the women should all be in a block on the start sheet. The men can also be in a single block or in two blocks either side of the women with the fastest men in the second block (so they are more likely to remain for the awards presentation).
7. Timely completion of the results for a championship together with all the awards, including club and group team results, can be a challenge. Delays in producing the results may mean riders leave before their award is announced. It is recognised that there can be genuine problems in finalising a result (especially for the 12 and 24 hour events). The organiser and/or their results official can however be prepared to provide the championship results by having suitable calculations within their result spreadsheet. The Event tool available from the VTTA website, which is available in both 'full' mode and a 'basic' (or 'results only') mode, is

specifically geared to producing all the championship results and awards 'at a press of a button' once the last rider's result is known. The NEC rep can help if the organiser wishes to use this tool on the day.

8. The full Results document provided on the CTT website should show the VTTA championship result in order of age adjusted times/distance although typically the organiser will provide a listing on actual times as well

B) Notes on Completing the CTT start and result sheet templates

1. The vttta_standard field in the start sheet should be populated with the age adjustments (not the standard) for VTTA members and left blank for others.
2. The vttta_standard field in the result sheet should be populated with the age adjusted result for VTTA members and left blank for others (in the past this field has been used to contain the vttta plus but this use is now superseded by age adjustments)

We are in discussion with the CTT to get these columns renamed for VTTA purposes.

C) Practical Points on the Templates

1. The attached templates are for Distance events. The 12 and 24 hour championships will need to refer to Miles (not hours/minutes/seconds) and Age Adjusted Distance (not Age Adjusted Time).
2. The page templates are designed to show the essential information and the organiser may of course choose his own layout. However, all the sections should be included and some specific text is included that will always be required e.g. on safety and presentations.
3. A colour photograph(s) on the front cover of the start sheet and result sheet adds to the quality appearance of the event. A photo example is included in the template but organisers may of course choose any suitable photo(s).

Appendix A - VTTA National Championship Awards

Awards are for performance on Age Adjusted Time (AAT) or Distance (AAD for 12 and 24 hours) and are made regardless of the number of entries and irrespective of any prizes given by the promoting Group.

OVERALL CHAMPION (on AAT) - XYZ trophy (See name of relevant trophy in list below)

OPEN National Championship Awards

1st on AAT/D: National Men's Champion title, Gold Medal and Championship Jersey

2nd on AAT/D: Silver Medal

3rd on AAT/D: Bronze Medal

Female National Championship Awards

1st Female AAT/D: National Women's Champion title, Gold Medal and Championship Jersey

2nd Female on AAT/D: Silver Medal

3rd Female on AAT/D: Bronze Medal

Club and Group Team National Championship Awards

Club teams must consist of three first claim members of the same club and Group teams must consist of three members of the same Group. In each case, the team with the best aggregate AAT/D shall be the Championship Team and a medal will be awarded to each member of the team.

Tandem National Championship Awards

The pair with the best AAT/D will be the Tandem Champions and will receive gold medals.

Trophies for Men and Women's National Championships

1st on AAT/D overall (man or woman):

- National 10 miles Championship - Ken Matthews Cup
- National 25 miles Championship - Charlie Cole Cup
- National 30 miles Championship - Fred Thorpe Trophy
- National 50 miles Championship - Cecil Paget Cup
- National 100 miles Championship - Doug Brunwin Memorial Salver
- National 12 Hour Championship - Jim Painter Cup
- National 24 Hour Championship - C W Cooke Cup

Appendix B : Startsheet Template

Text to be included in black – **text to be inserted in red**

Cover page and picture - example



VTTA



XX Miles/HR National Championship

Promoted by VTТА XXXX GROUP / other organiser

Date and Time

Course XXXX

Promoted for and on behalf of Cycling Time Trials
under their Rules and Regulations

Event Secretary Contact Details

Name

Address 1

Address 2

Address 3

Phone

Email

Timekeepers

Name 1

Name 2

NEC Representative

Name

CHAMPIONSHIP AWARDS (ON VETS' AGE ADJUSTED TIMES)

Trophy for the overall best on AAT	Insert from the list in Appendix A above
First solo OPEN and Female	Gold medals
Second solo Open and Female	Silver medals
Third solo OPEN and Female	Bronze medals
Club team of three (mixed)	Gold medals
Group team of three (mixed)	Gold medals

**TO BE ELIGIBLE FOR CHAMPIONSHIP AWARDS RIDERS MUST BE VTТА MEMBERS AT
THE CLOSING DATE (VTТА REGULATION 3.4.2)**

PRIZES

List Prizes other than the championships awards

Add text under headings as appropriate

1. HEADQUARTERS

2. PARKING

3. REFRESHMENTS

4. SIGNING ON AND OFF

Include

Numbers will be available at the event headquarters.

It is compulsory for all riders to sign on AND sign out after completing the event.

Do not forget to sign out or you may be disqualified from the event.

5. GETTING TO THE START

6. SAFETY AND LOCAL REGULATIONS

Include:

Cycling Time Trials now require that all riders must wear a hard shell helmet that meets an internationally accepted safety standard. (CTT regulation 15)

Working rear and front lights, either flashing or constant, must be fitted to machines in a position visible to road users and must be active whilst the machine is in use. (CTT regulations 14(i) and 14(j))

7. PHOTOGRAPHY

Include details of the photographer for the event. We normally arrange for Brian Jones of Kimroy to be the photographer for national championships. If so, include

Kimroy Photography will be attending the event and photographs can be viewed and purchased from <https://www.kimroy-photography.co.uk/>

8. RESULTS AND PRESENTATION

Include

There will be a prize presentation after the event including the award of medals. Please note medals used for the presentation ceremony are for that purpose only and must be returned immediately. The engraved medals will be presented at the National AGM or at a suitable group meeting.

9. COURSE DETAILS

Course description (and map if possible) - must including the course key number, with precisely stated start and finish points, turning points and intermediate distances.

10. START SHEET

The start sheet should include the following columns.

No	Start Time	Name	Club	Group	M/W	Machine (TT, Road, Trike)	Age	Age Adj

Appendix C : Result Sheet Template

The result sheet will reuse various details from the start sheet e.g.

1. Cover page (ideally with different picture)
2. Title and date of the event
3. Organiser
4. The text "For and on behalf of Cycling Time Trials under its Rules & Regulations"
5. The name & address of the Event Secretary
6. The names of the approved timekeepers
7. The name of the NEC representative
8. Thanks to the organiser

Table for Awards

CHAMPIONSHIP AWARDS (ALL ON AGE ADJUSTED TIMES)					
Award	Name	Club	Group	Time	Medal
1st solo OPEN					Gold medals, champion's jerseys & caps
1st solo Female					
2nd solo OPEN					Silver medals
2nd solo Female					
3rd solo OPEN					Bronze medals
3rd solo Female					
Club team champions					Gold medals
Group team champions					Gold medals
First tandem					Gold medals

- If a trophy is awarded to the fastest Open/Female on age adjustment (see Appendix A) include as well
- Include any event specific awards

Results Templates

INDIVIDUAL (MEN/WOMEN) FINISHING ORDER - VTTA 2023 NATIONAL XX MILES CHAMPIONSHIP							
AAT Pos	Name	Club	Group	Age	Act. Time	AAT Result	Act. Pos.
1							
2							
3							
4							
5							
6							

NB A separate result list should be provided for Open and Female

TANDEM FINISHING ORDER - VTTA 2023 NATIONAL XX MILES CHAMPIONSHIP							
AAT Pos	Name	Club	Group	Age	Act. Time	AAT Result	Act. Pos.
1							

Note: For Individuals and Tandems either include the Actual Position column as shown or a separate result list on Actual. Include DNS, DNS - apologies, DNF

GROUP TEAMS FINISHING ORDER - VTTA 2023 NATIONAL XX MILES CHAMPIONSHIP					
AAT Pos	Group	Name	Club	AAT Result	Team Total
1					
2					

CLUB TEAMS FINISHING ORDER - VTTA 2023 NATIONAL XX MILES CHAMPIONSHIP					
AAT Pos	Club	Name	Group	AAT Result	Team Total
1					
2					
3					

PHOTOGRAPHS OF THE CHAMPIONSHIP

Include details of any photography available for the championship

ACKNOWLEDGEMENTS / THANKS

Include appreciation for all helpers etc