

# UCI SUSTAINABILITY GUIDELINES

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ABOUT  
THE UCI

# 01 HOW TO USE THESE GUIDELINES

These guidelines aim to provide simple, practical and essential information on key aspects of sustainability. It is a tool that will help National Federations, Event Organisers, Teams, and other cycling stakeholders navigate this subject's complexities and start the journey to developing effective sustainability programmes.

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Section 1 Introduces the UCI's commitment to sustainability and its four pillars, which are the foundation for transforming our sport, and outlines the role cycling can play in an increasingly challenging world.

Section 2 Gives a broad overview of sustainability, the United Nations Sustainable Development Goals, the ISO 20121 management system, and where to start with taking climate action.

Section 3 Contains short overviews, providing a reference point for cycling's essential focus areas, with case studies of sustainability in practice from cycling organisations around the world.

Section 4 Provides checklists highlighting best practice to help organisers deliver sustainable events that maximise positive and minimise negative impacts on people and the planet. These actions are neither exhaustive nor compulsory. Organisers must think about what is important and realistic for events according to specific local conditions and plan to address priority objectives.

Section 5 Contains tools and resources to advocate for cycling as a mode of transport and encourage better inclusion within our sport.

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These guidelines will become an integral part of the sport's journey towards sustainability. Additional support for cycling stakeholders will be hosted on the [UCI website](#) with dedicated sustainability action plans, tools and resources for specific user groups.

## PRINTING

This document is available only as a downloadable PDF file from the UCI website. Please avoid printing and copying wherever possible. If you need to print a copy, ensure the printer is set to double-sided copying, on recycled paper, and in black and white.



# 02 INTRODUCTION

## UCI PRESIDENT'S MESSAGE

We are living in a climate emergency, and cycling has an important role to play in addressing this crisis.

Climate change is the greatest threat to our sport as well as to the essential elements of life for people worldwide. Yet scientific consensus has identified cycling as a pathway to ensuring a safe and sustainable world for everyone, both now, and in the future.

As the world governing body for cycling, the Union Cycliste Internationale (UCI) is committed to embedding sustainability into our organisation and supporting National Federations, event organisers, teams, partners, and riders to do the same. Our involvement in the United Nations Sports for Climate Action Framework has enabled us to establish clear objectives and provide support to all our stakeholders to ensure that cycling can play a winning role in achieving global climate change goals.

The speed at which the sport of cycling adapted to the Covid-19 pandemic – not least with its health protocols for the resumption of competitions - demonstrated cycling's ability to react to an evolving crisis. The UCI is using the same flexibility and a similar spirit of collaboration with its stakeholders to address climate change. The cycling of tomorrow is built today, and we must look towards creating a sustainable future for the next generations.

This document sets out the UCI's sustainability vision, recommendations for all cycling stakeholders with practical advice and case studies, as well as detailed checklists enabling sporting organisations worldwide to integrate sustainable practices into their daily operations. Such actions will enable us all to reduce our carbon footprint whilst also ensuring that active travel via cycling can leave a long-lasting legacy and social impact for populations around the world.

The UCI is grateful for the assistance and contributions of the International Olympic Committee (IOC), the United Nations Framework Convention on Climate Change (UNFCCC), the International Union for the Conservation of Nature (IUCN), numerous cycling stakeholder representatives, and other International Sports Federations who have helped to shape these guidelines.

I am counting on every member of the cycling family to commit to making all the objectives of the UCI's Sustainability Strategy a reality, thus helping us build a sustainable cycling of tomorrow, together.

David LAPPARTIENT

## UCI MISSION, VISION AND VALUES

### MISSION

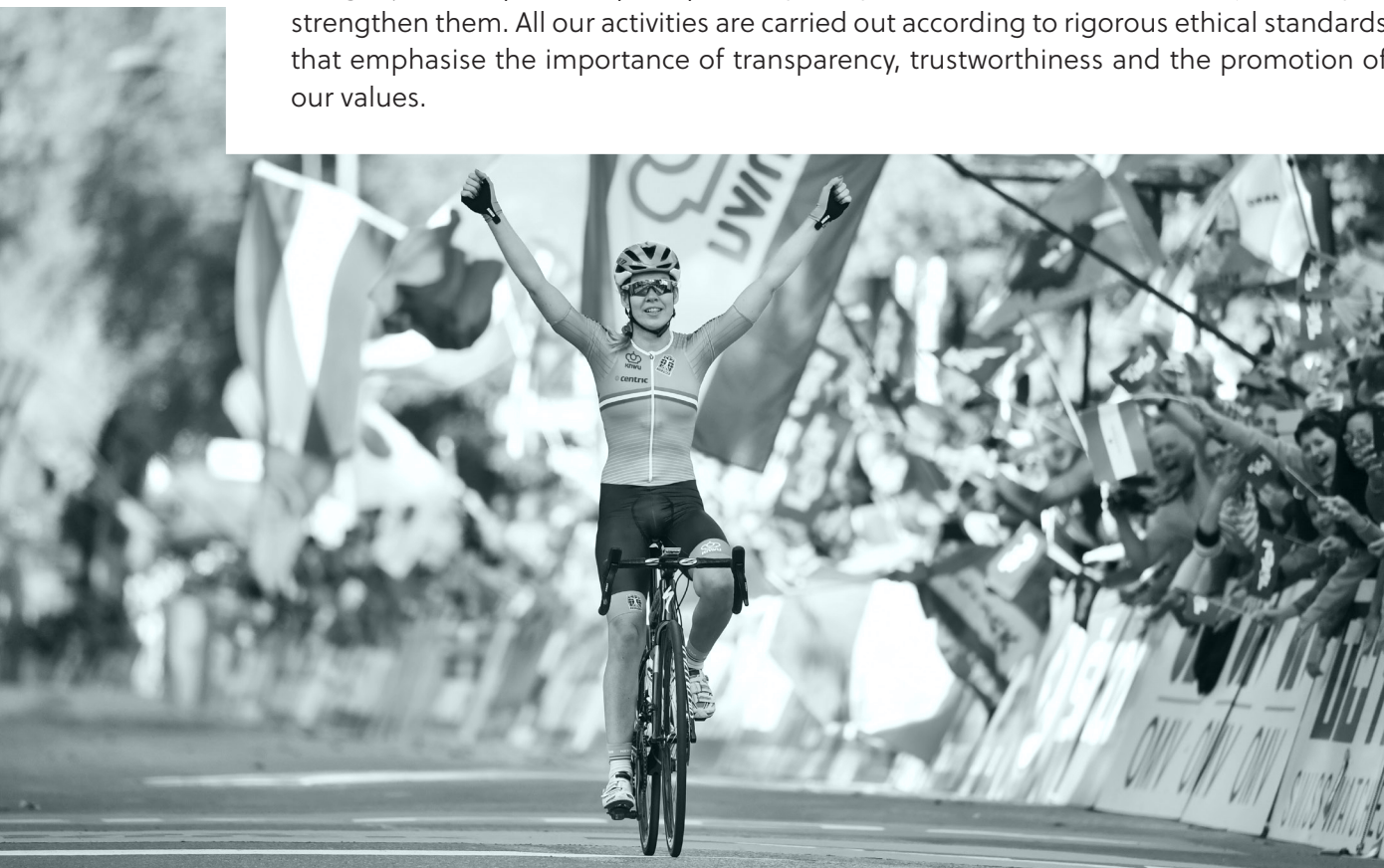
Shape the future of cycling by inspiring more people to ride bicycles, by making the sport more attractive whilst contributing to the wellbeing of the world's population and promoting sustainable development.

### VISION

Unite people thanks to cycling and make it the inclusive and universal activity of tomorrow. For sport, for fun, for a better life.

### VALUES

- **Passion:** We work with enthusiasm and are proud to contribute to the promotion and development of cycling. We are committed to sharing our passion for the sport with as many people as possible.
- **Unity:** We strive to integrate all stakeholders worldwide in the preparation and implementation of major decisions, in order to build the cycling of tomorrow in a concerted and coherent manner. We are attentive and take the responsibility to encourage the implementation of any initiative that could be of benefit at a global level.
- **Excellence:** We never rest on our laurels but show initiative on a daily basis to help cycling progress and to increase its worldwide promotion.
- **Integrity:** We respect the principles of good governance and are constantly working to strengthen them. All our activities are carried out according to rigorous ethical standards that emphasise the importance of transparency, trustworthiness and the promotion of our values.





## UCI SUSTAINABILITY VISION AND COMMITMENTS

### SUSTAINABILITY VISION

Make cycling one of the world's most sustainable sports and promote the bicycle as a key transport mode in combating climate change, improving population health and building a more sustainable future for all.

### SUSTAINABILITY COMMITMENTS

As the world governing body for cycling, the Union Cycliste Internationale (UCI) is committed to ensuring a safe and sustainable world for everyone, by reducing the impact of our operations on the environment, collaborating with stakeholders to achieve significant changes within the sport, and contributing to global sustainability.

In seeking to make the sport of cycling in all its forms more sustainable, the UCI commits to:

- Uphold the five principles of the UN's Sport for Climate Action Framework.
- Support the International Olympic Committee's Sustainability Strategy and contribute to the United Nations' 2030 Agenda for Sustainable Development.
- Set science-based targets to reduce greenhouse gas emissions from UCI and UCI World Cycling Centre (WCC) operations.
- Assign accountability for UCI sustainability objectives to the UCI President and Management Committee.
- Integrate sustainability into UCI policies, operations, and decision-making processes.
- Share best practice and become a global centre for collaboration on cycling sustainability solutions.
- Provide sustainability resources and education for its National Federations through the UCI WCC.
- Measure the UCI's environmental and social impacts, and issue an annual report communicating progress against sustainability objectives.
- Engage with stakeholders from the cycling world and wider society on its sustainability objectives.
- Work with organisations around the world to enhance nature and biodiversity through cycling, events, and communication.
- Advocate safe cycling for everyone, everywhere, and promote strong local economies through cycling and sustainable development.

To deliver on the UCI's sustainability commitments, the UCI's sustainability strategy is based on four key pillars aligned with the core UCI values of Passion, Unity, Excellence, and Integrity.

**1. UCI commitment to sustainability**

Raise internal awareness, define governance for sustainability and integrate environmental, social and economic responsibility into UCI operations and decision-making processes.

**2. UCI climate action**

The Federation will promote greater environmental responsibility throughout the sport by expanding knowledge of sustainable practices globally and reducing its climate impacts.

**3. The cycling of tomorrow**

The sustainability of cycling will require not only innovation and support for a low carbon future but also measures to increase diversity and inclusion in the sport.

**4. Advocacy – Cycling for All and the United Nations' Sustainable Development Goals**

Activities linked to Cycling for All will enable the UCI to reinforce the positive social impact of cycling and develop new partnerships supporting the United Nation's Sustainable Development Goals.



## THE ROLE OF CYCLING IN A CHALLENGING WORLD

The burning of fossil fuels and land-use change have increased the concentration of greenhouse gases in the atmosphere, causing the planet's temperature to rise rapidly. The resulting climate change threatens the natural environment that cyclists treasure, our way of life, health, and the economy.

The global risk of events like extreme droughts, wildfires, and flooding will increase exponentially if the planet's temperature rises by 1.5°C or more by 2030. One way to save our world will be for more of us to cycle more frequently.

The Intergovernmental Panel on Climate Change (IPCC) Special Report on Global Warming of 1.5 °C identified cycling as a pathway to ensuring a safe and sustainable world for everyone, both now and in the future.

If we do not make rapid, far-reaching and unprecedented changes in all aspects of society, the global temperature could rise by as much as 4.1°C—more than double the rate that scientists agree would be catastrophic.

Cycling therefore represents one of the planet's great hopes to shift humanity towards lower or zero-carbon methods of transport and address some of the greatest threats to humanity; climate change, air pollution and premature death from inactivity.

According to the World Health Organisation (WHO), nine out of 10 people breathe dirty air, responsible for over seven million premature deaths per year. Changing how we move people and goods towards non-polluting modes of transport is essential if we wish to breathe easier and stay healthy.

Hundreds of millions of bike trips, including e-cargo bikes delivering goods, can discourage the use of polluting vehicles and curb air pollution for the benefit of people and the environment. Cycling for everyday trips can also play a big part in helping people maintain recommended levels of physical activity. Five million deaths per year can be saved if the global population is more active.

Cycling is an inherently safe, enjoyable and positive activity. It is accessible to people of all ages and abilities globally. Still, we need to ensure that conditions on our roads feel safer to enable more people to enjoy the benefits of cycling. [Cycling for All](#) can help tackle some of the world's pressing challenges.

The UCI is committed to the wider growth of cycling worldwide as an everyday activity. We want to see cities, governments, and institutions worldwide make cycling safer, encourage children to take up cycling, and create better infrastructure so everyone can use bikes for both transport and recreation, wherever they live, work or study.

Policymakers can also enhance cycling levels by enforcing the right traffic laws. We call on them to introduce and actively promote legislation on safe passing distances, restrictions on heavy goods vehicles (HGVs) in towns and cities, lower urban speed limits and good driver education on cycle safety.

Cycling as a sport must also take urgent action to reduce the negative environmental impacts from events and its day-to-day operations. As a starting point, we need to start measuring our impacts, take action to lower them and continuously improve on the path to net-zero.



# 03 SUSTAINABILITY OVERVIEW

## SUSTAINABILITY OVERVIEW AND BENEFITS

Sustainability is one of the most pressing challenges of our time across a broad spectrum of social, environmental, and economic matters. Significant issues such as climate change, economic inequality and social injustice affect people worldwide. These are also pressing concerns for the cycling community, both for managing its day-to-day affairs and its responsibilities towards young people and future generations.

The International Olympic Committee's (IOC's) official definition of sustainability is "that, when making decisions, we ensure feasibility and seek to maximise positive impact and minimise negative impact in the social, economic and environmental spheres".

Sustainability is about finding better ways of doing things and taking the time to make well-informed long-term choices. This means challenging established ways of doing things and rejecting old thinking.

An organisation that is genuinely committed to sustainability makes an effort to understand its choices, account for them, and learn from them.

Sustainability cannot be considered an ad hoc side project. Organisations must fully incorporate sustainability principles and practices into day-to-day operations and decision-making so that these become part of organisational culture. Sustainability can only be achieved by practising accountability and transparency at all levels in an organisation.

Sustainable practices are those that:

1. Do not harm people or the planet and create value for stakeholders
2. Focus on improving environmental, social, and governance (ESG) performance in the areas in which an organisation has an environmental or social impact, such as its operations, value chain, and wider society.



## SOME KEY TRUTHS ABOUT SUSTAINABILITY

### MORE THAN GREEN

Often, people think that sustainability is just about the environment. Of course, protecting the environment is an essential part of sustainability; but it is also about how we treat people and adopt responsible practices.

### SUSTAINABILITY IS AFFORDABLE

Many organisations hold back from taking action on sustainability because they fear it will cost too much. A good sustainability programme should save you money. Improved efficiency will lower costs. Sustainable organisations can attract additional sponsorship revenue, and there are unseen benefits in reduced risks and more motivated staff.

### YOU DON'T NEED TO BE AN EXPERT

People can be afraid to apply sustainability because they are not technical experts. This is not important. So much of sustainability relates to behaviour and ways of working: understanding process rather than having technical knowledge. Where some technical guidance is needed, don't be afraid to ask for help.

### SUSTAINABILITY CAN BE PHASED IN

A fundamental principle of sustainability is continual improvement. Therefore, it is perfectly possible to start gradually and steadily build up your programme.

### SMALL ACTIONS DO ADD UP

Change does not usually come about through a single decision; it is more typically the result of lots of smaller, incremental actions that collectively shift societal attitudes. Sport is vital here as it has the power to inspire others so that your actions can be multiplied many times over.



## OPPORTUNITIES IN SPORT

The benefits of implementing sustainability in a serious and meaningful way are considerable. The top reason is simple: it is about doing the right thing and being a responsible player in society. This aligns with sport's core principles and values and is therefore a natural fit.

There is also value in taking a leadership role and driving change, rather than ignoring issues until the change is forced upon you. By being proactive in adopting sustainability, the following opportunities and benefits may arise:

### COST SAVINGS

Being a more sustainable organisation brings direct savings and efficiencies in resource consumption (energy, fuel, water and consumables), minimising waste and optimising the lifetime value of goods and materials through effective sourcing and re-use strategies. Planning, design and permitting processes work more smoothly and cost-effectively with a strong sustainability focus, and risks from pollution incidents, fines, protests, complaints, and allegations can be mitigated more effectively.

### INCREASED REVENUE

Commercial sponsors are attracted to organisations that complement their brand identity. Strong sustainability credentials also translate to lower risk. Sports sponsorship these days is more about partnership and working together based on shared vision and values. It is rarely about unqualified support in return for brand visibility.

### REPUTATION/IMAGE

Achieving credible recognition for sustainability is a key part of building a level of acceptance and trust among local communities, public authorities, and other stakeholders. This is often referred to as one's "licence to operate" and is fundamental to the sports sector's long-term well-being. Like all sports, cycling has not always been spared bad press in recent years. In most cases, sustainability will not make controversies disappear, but it is part of the solution and supports good governance, accountability, and transparency, which are vital for securing public approval.

### LEGAL COMPLIANCE

Following a sustainability path should put you in a better place to identify, understand, and anticipate regulatory requirements. This is another form of cost-saving – or rather cost avoidance – and supports reputation risk management. As a matter of principle, the responsible thing to do is base your approach on the highest legal standards you encounter rather than dropping to a lower level just because local standards are weaker.

### OPTIMISING TALENT

Sustainable organisations are open, diverse and inclusive. This allows people from different backgrounds, gender, and ability to contribute more effectively and bring new perspectives and ideas, which can generate a sense of engagement, greater motivation, and even pride among your people. Harnessing and empowering your collective talent is probably the most tangible way of securing the opportunities and benefits from adopting sustainability.

Whether your organisation is just starting or is already actively engaged in sustainability, the IOC's "[Sustainability Essentials](#)" guidelines will provide valuable information in an easy-to-follow manner to help you and your teams navigate this subject's complexities and develop effective sustainability programmes.

## THE IOC'S 10 KEY STEPS TO BUILDING A SUSTAINABILITY PROGRAMME

- 1 ASSESS YOUR STARTING POINT**

Take stock of what you have been doing on sustainability and assess opportunities and challenges of getting started.
- 2 DEFINE YOUR VISION AND STRATEGY**

Map out what you think a sustainable future for your organisation looks like.
- 3 DEMONSTRATE LEADERSHIP**

Set the direction for achieving your vision.
- 4 ESTABLISH EFFECTIVE GOVERNANCE**

Make sure sustainability fits into your organisational structures and decision-making processes.
- 5 ENGAGE STAKEHOLDERS**

Talk to everyone who is affected or influenced by your activities.
- 6 IDENTIFY KEY ISSUES AND SCOPE**

Decide what matters and is relevant.
- 7 SET OBJECTIVES AND TARGETS**

Define what you are going to do and by when.
- 8 ASSESS PROGRESS**

Measure and evaluate performance.
- 9 REPORT**

Provide a credible account of what you have done.
- 10 COMMUNICATE**

Spread the word and talk about what you have achieved, what was challenging and what you have learned.

## UN SUSTAINABLE DEVELOPMENT GOALS

At the United Nations (UN) Sustainable Development Summit in 2015, 193 global leaders adopted the 2030 Agenda for Sustainable Development, a global charter framed around the five “Ps”:



The 2030 Agenda includes 17 Sustainable Development Goals (SDGs) that call for action by all countries to promote prosperity while protecting the planet. The Sustainable Development Goals are the blueprint for achieving a better and more sustainable future for all. They address the global challenges we face, including poverty, inequality, climate change, environmental degradation, peace, and justice.

The SDGs provide a common framework for governments, businesses, and organisations to explain how they plan to contribute to sustainable development and tackle the key global sustainability challenges. The goals call for economic growth, innovation, circular economies, and upgraded infrastructure and provide a path to end extreme poverty, fight inequality, and protect the planet.

Sport can play a crucial role in supporting the SDGs. Paragraph 37 of the UN 2030 Agenda states:

*“Sport is also an important enabler of sustainable development. We recognise the growing contribution of Sport to the realisation of development and peace in its promotion of tolerance and respect and the contributions it makes to the empowerment of women and of young people, individuals and communities as well as to health, education and social inclusion objectives”.*

The cycling community has both an opportunity and a duty to actively contribute to the global sustainability agenda in line with the Olympic Movement’s vision of “Building a better world through sport”.



The UCI Sustainability Strategy has been mapped with the future achievement of its goals measured against contributions to the following SDGs:



**GOAL 3**

Ensure healthy lives and well-being for all at all ages



**GOAL 10**

Reduce inequality within and among countries



**GOAL 4**

Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all



**GOAL 11**

Make cities and human settlements inclusive, safe, resilient and sustainable



**GOAL 5**

Achieve gender equality and empower all women and girls



**GOAL 12**

Ensure sustainable consumption and production patterns



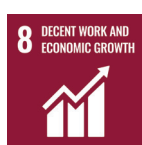
**GOAL 7**

Ensure access to affordable, reliable, sustainable and modern energy for all



**GOAL 13**

Take urgent action to combat climate change and its impacts



**GOAL 8**

Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all



**GOAL 15**

Protect, restore, and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss



**GOAL 9**

Build resilient infrastructure, promote inclusive and sustainable industrialisation and foster innovation



**GOAL 17**

Strengthen the means of implementation and revitalise the Global Partnership for Sustainable Development

## GOVERNANCE / ORGANISATIONAL SUSTAINABILITY / REPORTING

Sustainability is a concept founded on several fundamental principles. In the management system standard ISO 20121 (see next section), these are specified as:

<b>Integrity:</b>	Adherence to ethical principles
<b>Inclusivity:</b>	Practice of fair treatment and meaningful involvement of all interested parties
<b>Stewardship:</b>	Taking responsibility for one's actions that affect environmental performance, economic activity and social progress
<b>Transparency:</b>	Openness about decisions and activities that affect society, the economy and the environment

### GOVERNANCE AND SUSTAINABILITY

Governance describes the process of decision making and how decisions are implemented. In organisations committed to addressing sustainability issues, there should be mechanisms to ensure that environmental, social, economic and ethical risks and opportunities are properly factored into the long-term development strategy.

One of the principal means of achieving this is by making top managers accountable for sustainability performance. This requires regular discussions to review progress and advocate the approach. Senior management must also ensure that their actions and decisions match the organisation's values and principles.

The very best examples of sustainability derive from good leadership, whereby the actions of top management inspire others to become involved. Ultimately, sustainability is a shared responsibility that needs to be woven throughout the organisational structure and connected with partners and other stakeholders; but this has to start at the top. To do this effectively requires decision-making processes (governance) that are transparent, inclusive and accountable.

In terms of governance, it is important to have clarity on how decisions are made and how different entities (committees, working groups and directors) inter-relate. This is good business practice in any case, and for sustainability, it is a matter of ensuring that the issues are carefully considered in decision-making processes.

The mechanisms for achieving this may include setting out policies and guidelines for all managers and committees to follow; providing structured templates with sustainability criteria/questions to examine; and/or relying on key personnel to examine the issues and provide recommendations.



## REPORTING

Sustainability reporting is the practice of measuring, disclosing and being accountable to internal and external stakeholders. Transparency is the cornerstone of good governance, effective communication, and sustainability leadership.

Reporting should not be underestimated and should be considered alongside developing any sustainability strategy and associated goals. The main aim should be to proactively monitor and measure sustainability impacts and progress towards the organisation's vision, strategy and objectives.

Drivers for improved organisational accountability and transparency are increasing all the time. Public reporting is a good way for any organisation to communicate openly about its values, objectives, and performance concerning sustainability.

Sustainability reporting is now standard practice for large to mid-size companies and organisations worldwide. The world's most widely used voluntary sustainability reporting standard is the [Global Reporting Initiative \(GRI\) Sustainability Reporting Standards](#). GRI has developed a set of core metrics and disclosures intended to apply to all organisations. The UCI will report its sustainability performance to GRI Standards from 2022.

## MANAGEMENT SYSTEMS APPROACH

All organisations have some form of management system. It is how you work and do business. To realise the full potential of sustainability, it needs to be integrated into your organisation's policies and procedures. This is what the IOC refers to as a "Sustainability Management System" (SMS).

The advantages of such an approach are considerable. Not only is it a more efficient way of working that can identify and achieve significant cost savings, both directly and through minimising risks, but the operation of a good SMS will also help gain traction internally among staff and externally among partners and other stakeholders. This will reinforce the collective effort that is so important for achieving sustainability progress and will help identify opportunities and innovative solutions to take your organisation forward.

Management systems typically follow a cycle commonly known as "Plan, Do, Check, Act". This approach achieves a balance between the systems and behavioural aspects of management. It also treats sustainability management as an integral part of general good management, rather than a standalone system.



## ISO 20121

The most appropriate standard for the cycling community is ISO 20121:2012 Event Sustainability Management Systems with Guidance for Use. As a management system standard, ISO 20121 is about how an organisation addresses sustainability. It is a tool for helping organisations to embed sustainability principles and actions into their corporate policies and procedures.

ISO 20121 certification means that the organising body has an effective sustainability management system, which is really a prerequisite for achieving sustainability objectives.

By following the requirements of ISO 20121, an organisation will identify its material issues, risks and opportunities. This provides the basis to put in place relevant processes for planning what to do, implementing that plan, monitoring and evaluating progress then feeding back what has been learnt to refine and improve future plans.

A key principle of ISO 20121 is continuous improvement. Sustainability is naturally an evolving topic. A well-managed organisation should always be looking for ways to improve its performance and minimise risk (just like an athlete or sports team).

### ISO 20121 ASKS YOU TO

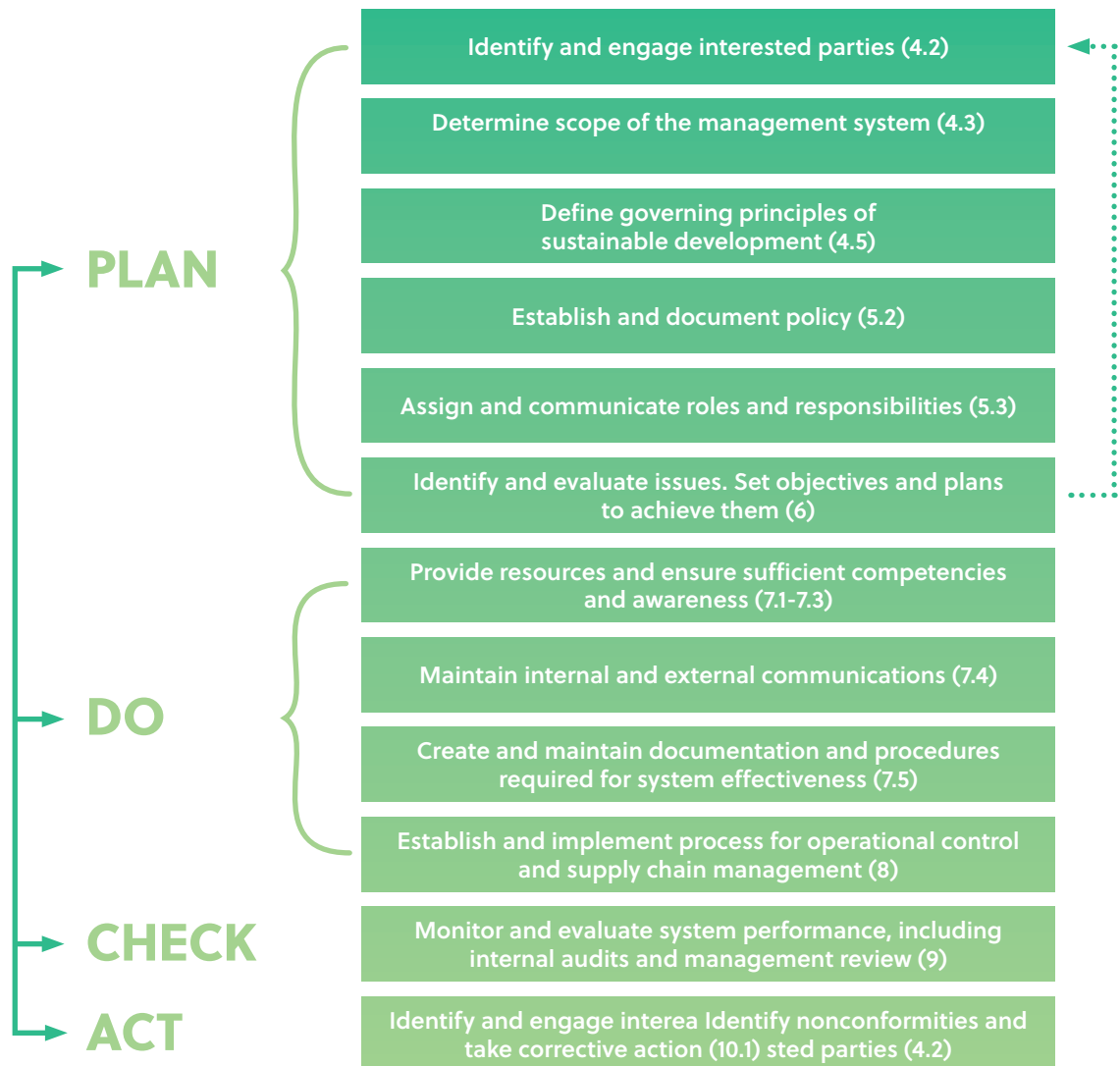
- Identify issues concerning management of your operations.
- Outline your commitments to sustainability in the form of a sustainability policy
- Develop SMART objectives and targets for sustainability
- Train your staff on sustainability
- Engage your suppliers on sustainability
- Develop a sustainability communications plan
- Monitor and measure your success
- Audit and review your documentation

### BENEFITS OF IMPLEMENTING ISO 20121

There are several reasons to implement ISO 20121 including that it:

1. Reduces risk, costs, and your carbon footprint
2. Improves management effectiveness through a system framework
3. Becomes a selling point to increase new opportunities for partnerships and sponsorships.
4. Strengthens relationships and reputations with key stakeholders
5. Enables sustainable organisational growth and continual improvement
6. Encourages staff engagement around sustainability, which will help boost employee morale and attract talent

Organisations can still use ISO 20121 Management System to achieve some of the benefits outlined above, without gaining third party certification.



In addition to ISO 26000, some international standards that sports organisations may be aware of include ISO 26000:2010 Social Responsibility and ISO 20400:2017 Sustainable Procurement. Both of these are guidance standards, not for certification, but can help you along the path towards more sustainable operations.

Organisations worldwide are also implementing ISO 14001:2015 Environmental Management Systems. This is a broader industry standard with certification, primarily focused on environmental matters.

## UN SPORTS FOR CLIMATE ACTION FRAMEWORK

In 2020, the UCI signed the [United Nations \(UN\) Sports for Climate Action Framework](#). This initiative currently brings together more than 234 International Federations, governing bodies, competitions, broadcasters, and teams to reduce sport's greenhouse gas emissions.

In line with the Paris Climate Agreement, the Framework harnesses sport's cultural influence to galvanise global action on climate change. The Framework was co-created by UN Climate Change and the IOC and works towards two overarching goals:

1. Achieving a clear trajectory for the global sports community to combat climate change, through commitments and partnerships according to verified standards, including measuring, reducing, and reporting greenhouse gas emissions, in line with the 'well below 2-degree scenario' (as a limit for global warming) enshrined in the Paris Agreement;
2. Using sports as a unifying tool to federate and create solidarity among global citizens for climate action.



The participants in the Sports for Climate Action Initiative commit to the following five principles:

**1. Undertaking systematic efforts to promote greater environmental responsibility**

The objective of this principle is to move beyond ad-hoc environmental practices to a comprehensive incorporation of climate change and its impacts into business strategy for operations, events, procurement, infrastructure and communications.

**2. Reducing overall climate impact**

This principle aims to encourage sports organisations to prepare a strategy for achieving climate neutrality for their organisations and their events. No matter what size of organisation or sporting event, everyone has a climate impact, and everyone can take action to reduce it.

**3. Educating for climate action**

This principle aims to bring together existing guidelines, resources, tools, and expertise and collectively address potential knowledge gaps. It aims to enable knowledge sharing capacities to optimise the impact of a collective effort on climate action.

**4. Promoting sustainable and responsible consumption**

This principle's objective encourages sports organisations and sports events organisers to adopt sustainable procurement policies to motivate providers to develop cleaner options. This also applies to giving preference to sustainable means of transport, one of the significant sources of greenhouse gas (GHG) emissions in sports, thereby supporting the global transition to low carbon transport.

**5. Advocating for climate action through communication**

This principle aims to consistently promote awareness about climate change by mobilising resources across all communication channels to support action on climate change.

The UCI, IOC, and UN Climate Change invite cycling organisations and their stakeholders to join the sport movement's climate action. The Framework will help set the trajectory and support sport to play a winning role in achieving global climate change goals.

## CARBON FOOTPRINTING & NET ZERO TARGETS

Most of the world's biggest economies now have long-term goals of achieving Net Zero carbon emissions by 2050. Net-zero means achieving a balance between the greenhouse gases (GHG) humans put into the atmosphere by reducing existing emissions and actively removing GHG emission via natural and artificial sinks.

Around the world, businesses, countries and organisations are setting ambitious targets to achieve this goal much earlier than 2050, providing a greater possibility for the global temperature to stabilise and stay within the 'safe limit' of warming.

Science-based targets provide a clearly defined pathway for organisations to reduce GHG emissions to prevent the worst impacts of climate change and future-proof sustainable development.

Targets are considered 'science-based' if they are in line with what the latest climate science deems necessary to meet the goals of the Paris Agreement – limiting global warming to well-below 2°C above pre-industrial levels and pursuing efforts to limit warming to 1.5°C.

Organisations can address their climate footprint and set science-based targets through a 3-step process:

- Measure greenhouse gas emissions. Also called a carbon footprint.
- Reduce emissions as much as possible by taking action on impact areas.
- Compensate for unavoidable emissions by using UN certified emission reductions (CERs) otherwise known as Carbon Offsetting.



## MEASURE

Carbon footprinting is the best tool to help understand the climate impact of what you do. The starting point should be to calculate your organisation's or event's carbon footprint. This is useful for providing a baseline of your current situation and will help you to identify priority areas to focus efforts to reduce your climate impact. Carbon reporting will help your organisation understand its carbon emissions and identify opportunities to reduce costs, improve your reputation and manage long term risks.

The scope of your carbon footprint should comprise GHG emissions caused by your organisation's activities over a given period (e.g. a single year) or related to a specific project, such as a sports event. GHG emissions are considered either direct or indirect:

- **Scope 1**  
Direct emissions from fuel combustion in owned machines, devices and vehicles
- **Scope 2**  
Indirect emissions from purchasing energy (electricity, steam, heat or cooling)
- **Scope 3**  
Indirect emissions from upstream and downstream activities, such as travel, purchased goods and services.

Direct emissions are under the organisation's full control, while indirect emissions are not. Indirect emissions can sometimes be several times higher than direct emissions, so your organisation may be able to exert some influence in those areas. A comprehensive carbon footprint must include Scope 3 emissions and those under full control of the organisation.

## REDUCE

Understanding the most significant impacts is essential for guiding decision-makers to take actions that will reduce your GHG emissions. The top priority should be to focus on activities with the highest contribution to the carbon footprint. The potential effectiveness of reduction measures can also be assessed through the same methods used to calculate your baseline carbon footprint. This will help you select the most cost-effective actions with the highest reduction potential.

## COMPENSATE

Carbon offsetting is the process of compensating for the emissions you produce by funding projects that will help to absorb the equivalent amount of CO<sub>2</sub> from the atmosphere. The use of carbon offsets or credits as part of an organisation's overall climate strategy serves to encourage further emission reductions at a global level and create other sustainable development benefits such as new jobs and improved health, among others.

Carbon offsetting is a last resort and should only be used sparingly once emissions have been reduced as far as possible. The goal for carbon neutrality is to achieve an absolute reduction of 45% of all emissions, and offsetting any unavoidable emissions through UN-certified schemes.

It is important to check that any offset schemes are reputable, verified, and of high environmental integrity, reinforcing the objectives of the UN Sustainable Development Goals.

# 04 SUSTAINABILITY IN CYCLING FOCUS AREAS

## CLIMATE ACTION

### FACT

The sport of cycling directly contributes to climate change through transportation, energy consumption and material use.

### THIS MEANS

All cycling organisations, regardless of size or geography, must try to take action to reduce greenhouse gas emissions.

### THE GOOD NEWS

By taking climate action, each of us in the cycling world will improve and contribute to the state of public health, the preservation of natural resources, the promotion of social justice, and the wellbeing of society and the economy.

Carbon footprinting will provide clear information on which aspects of your activities have the most significant climate impact. The next step is to decide which measures can be implemented to avoid or reduce those impacts.

The best approach is to develop an action plan that allows you to prioritise actions based on the expected climate benefits. It makes sense to establish emission reduction strategies that are integrated into the daily management of your organisation or event.

Some small actions may have relatively little impact in terms of actual emission savings, but they can be symbolically powerful and useful for raising awareness and motivating people.

Actions to mitigate your climate impacts would generally follow this approach:

- **Avoid:**  
Take action to eliminate GHG emissions occurring in the first place.
- **Reduce:**  
Take action to lower the climate impact of your current activities. This may entail using resources more efficiently and reducing the overall need and associated costs for resources.
- **Replace:**  
Take action to improve efficiency. This can be achieved by switching to more efficient and “cleaner” equipment, fuels, materials or processes.
- **Compensate:**  
Take action to compensate for your unavoidable emissions, typically by investing in Carbon Offsets or other projects verified by the UNFCCC.
- **Report:**  
Provide a credible account of your climate footprint and the climate actions you have undertaken to share knowledge and lessons learned.

The IOC has produced a detailed [Sustainability Essentials](#) guide on managing carbon emissions and climate change issues.

## ADAPTING TO CLIMATE IMPACTS

Event organisers need to consider the potential effects of extreme weather on athlete health and the welfare of people working at events and spectators. Throughout the history of cycling, events have been disrupted, cancelled, or abandoned due to weather. The trend for this is increasing due to global warming. Extreme heat and weather events potentially risk athletes' health and well-being and impact performance standards. The UCI Protocol for discussions regarding extreme weather and riders' safety during events is included in the [UCI Cycling Regulations for Road Races](#).

Climate change caused by global warming is already impacting the sport of cycling:

- Damage to roads, outdoor circuits and trails due to extreme temperatures, extended periods of drought, flooding and extreme weather events.
- Damage to buildings and other infrastructure due to violent storms
- Coastal erosion and sea-level rise affecting cycling events in seaside areas
- Cancellation or abandonment of races and cycling events
- Changes to the timing of races and cycling events
- Increased harm to cyclists from heat exhaustion and extreme weather
- Sub-standard spectator experience where high temperatures create potential health risks and detract from the enjoyment of cycling events
- Cost of climate adaption measures required in the design of new or refurbished cycling venues.

All these impacts have potentially significant financial repercussions in addition to their physical and logistical consequences. These are not projections. They are all real impacts that have happened and continue to occur throughout the world of cycling.

Climate adaptation is about ensuring that the effects of climate change are considered in your future

plans. It means recognising that climate change will continue impacting the sport of cycling and putting strategies in place to manage the impacts and lower the risks posed by the consequences of climate change, whether for cycling events, venues, or your offices.

### Recommended actions

- In regions where extreme weather is becoming more predictable, organisers should plan contingency measures, such as alterations to schedules, or logistics to avoid the most severe risks
- Ensure that there is adequate provision of drinking water and shade for participants, workforce and spectators at events where hot conditions are likely, and provide essential information for people about avoiding heat stress
- When designing new venues or refurbishing old sites, factor in climate adaptation measures, including ventilation, orientation of buildings, and natural landscaping: vegetation has an important cooling effect and aesthetic and ecological benefits
- Assess potential risks from flooding and/or forest fires when locating new venues.



## CLIMATE ACTION CASE STUDY

### *Movistar Team (Road Cycling)*

In 2020, Abarca Sport - which manages the Movistar Team - received the official Seal of Recognition from Spain's Ministry for Ecological Transition (MITECO) as the first Spanish cycling team committed to taking climate action and implementing a sustainability plan.

The break in racing caused by Covid-19 allowed Abarca Sports time to reflect on their environmental impacts and begin a programme of embedding sustainability into the organisation's operations. Everyone around the team, including sponsors and partners, has gotten on board to develop technical solutions and adopt more sustainable behaviours.

Abarca Sport's first step was to measure and publicly report its Scope 1 & 2 carbon emissions generated by the team's vehicles and the energy used at its headquarters.

The next stage will be capturing data and building towards reporting the team's Scope 3 emissions from flights, hotels, materials, and waste in the future.

The team has set targets to reduce its emissions and launched projects to install solar panels that provide renewable energy at its Pamplona base and, in partnership with Volvo, replace team vehicles with plug-in hybrid models. Unavoidable CO2 emissions will be compensated through funding reforestation projects in Spain, the country they love.

Riders from Movistar Team and Movistar Team Women are fully involved in demonstrating the team's sustainability values both at home and at races. The riders have an essential role in communicating the team's sustainability programme to fans and raising community awareness about the importance of preserving the environment.



# BIODIVERSITY

## **FACT**

Humanity depends on a healthy natural environment, but nature and its services to people are deteriorating worldwide because of climate change, pollution, waste, the introduction of invasive species and the overexploitation of natural resources.

## **THIS MEANS**

Without urgent action, around a million species face extinction in the next few decades.

## **THE GOOD NEWS**

The sport of cycling offers an opportunity to raise public awareness of nature's value and influence attitudes towards biodiversity and its conservation.

## **WHAT IS BIODIVERSITY?**

Biodiversity is the total variety of living things in an area - variety of animals, plants, fungi, and even microorganisms that make up our natural world. Each of these species and organisms works together in ecosystems to maintain balance and support life. Ecosystems provide a range of 'services' essential to sustaining livelihoods, supporting our way of life, health, and wellbeing.

Biodiversity includes the diversity of all ecosystems, from urban environments to largely natural and remote wilderness areas.

Biodiversity is affected by climate change and changes to land use, with negative consequences for human wellbeing. But biodiversity, through the ecosystem services it supports, also contributes to climate change mitigation and adaptation.

## **WHY IS BIODIVERSITY IMPORTANT?**

Nature is the 'stadium' and the foundation for outdoor cycling. Cyclists need to train and compete in healthy conditions with clean air and water and a stable climate. Biodiversity is fundamental to functioning ecosystems that provide the environmental conditions conducive to sporting activity.

Natural landscapes and vegetation are integral to outdoor cycling's look and feel and enhance athlete and spectator experience. Trees and vegetation provide shade and shelter, reduce glare, dust and erosion, and filter sounds and airborne pollutants.

Mountains are described as the 'water towers' of the world and 'storehouses' of global biodiversity, providing 60% - 80% of the world's fresh water and hosting 25% of all terrestrial biodiversity.

When habitats are damaged, the impact on biodiversity is usually immediate, while restoration takes much longer and is less likely to result in the best outcomes for nature.

Conserving biodiversity and the natural environment is fundamental for sustainable development.

## **HOW DOES CYCLING IMPACT BIODIVERSITY?**

Outdoor cycling, especially large events, can have a range of direct and indirect negative biodiversity impacts, including damaging natural areas and disturbing sensitive species.

Physical impacts come from modifying areas, compacting soil, trampling vegetation, and accidents such as fires. Pollution may be caused by litter, fuel and chemical spills, or wildlife disturbed through increased noise, lighting or simply the presence of people in sensitive areas.

There are also cases of invasive species from outside an area being unintentionally introduced to a location through sporting activities.

Biodiversity impacts can also affect species and habitats further away because of waste disposal, water and energy use, travel that impacts climate change, and sourcing practices leading to unsustainable use of natural resources and habitat loss.

#### HOW CAN CYCLING BENEFIT BIODIVERSITY?

Cycling can take action to address the pressures affecting biodiversity; climate change, pollution, waste management, the introduction of invasive species and the overexploitation of natural resources.

There is also massive potential for cycling to raise awareness about biodiversity, its values to people, links to the sport, and the importance of conservation. Cycling organisations can be proactive in engaging with local groups and develop relationships that lead to conservation benefits.

There is the potential to reach large audiences at cycling events and via the press, broadcast and social media, and advocacy by athletes and sponsors. Setting an example by how a cycling event is delivered and drawing attention to flora and fauna in and around locations can encourage more people to appreciate nature and support conservation efforts.

#### Recommended actions

- Implement a policy and set objectives for biodiversity conservation
- Minimise damage to natural ecosystems and habitats. Restore or repair any damaged areas as soon as possible after any cycling events.
- Avoid harm to native species through the introduction of alien and invasive organisms or pathogens.
- Collaborate or form partnerships with organisations to implement conservation activities and foster public awareness of biodiversity.
- Raise awareness about biodiversity through communication and the media. Include biodiversity and regional habitat information in event Road Books and communication with participants and spectators.
- Initiate projects to improve and conserve biodiversity. Fundraise and finance relevant conservation initiatives.
- Involve sponsors to bolster conservation and support for biodiversity initiatives.

**The International Union for Conservation of Nature (IUCN) have published three detailed guides for the sporting world:**

- [Sport and Biodiversity](#)
- [Mitigating biodiversity impacts of sports events](#)
- [Sports and Urban Biodiversity](#)

## BIODIVERSITY CASE STUDY

### *Absa Cape Epic*

The Absa Cape Epic takes in farmland and remote wilderness landscapes of South Africa's Western Cape region and is the only eight-day mountain bike stage race classed as hors catégorie (HC) by the UCI.

The Absa Cape Epic actively supports six charities, including the Cape Leopard Trust (CLT). The Cape leopard is used as a flagship species for the event to highlight environmental issues as cyclists pass through these animals' territory. CLT educational programmes supported by the event raise awareness in communities living in mountain areas to highlight the importance of leopards and biodiversity, and encourage the protection of this top predator and its habitat. UCI-registered riders whose teammates have dropped out of the event during the race and continue as individuals wear the 'Leopard Jersey' reflecting the magnificent, solitary cats, who forge their own paths, surviving under challenging conditions in the area. Each of the charities the Absa Cape Epic supports is given an allocation of entries for fundraising purposes.

The event works closely with an Environmental Consultancy service in the planning phase to prepare an environmental management plan (EMP) for each venue and the route, with clear objectives and required performance outcomes. The event is audited against this EMP to ensure that damage to the environment is minimised and that the race leaves no trace. Biodiversity conservation factors include disturbance levels, damage to vegetation, and waste control.

Environmental control officers form part of the event's crew, ensuring compliance with the EMP at all venues, and travel with the race to collect signage, course tape, and any litter they find along the route. A zero-tolerance littering policy means participants are disqualified for discarding waste outside of designated zones.

These conservation efforts and collaborations with local organisations leave a positive legacy for mountain biking and the people and leopards in and around the communities that the event passes through.



## WASTE

### FACT

The cost of waste includes wasted raw materials, energy and labour, which can amount to between 5 and 20 times more than the disposal cost. That does not consider the climate cost of wasted carbon emissions or the environmental cost of biodiversity impacts.

### THIS MEANS

It could cost more to throw something away than to purchase it in the first place.

### THE GOOD NEWS

Transitioning from a linear society (take-make-dispose) to a more circular one makes perfect business sense and can bring many tangible benefits by continuously reusing products to eliminate waste and pollution.

Good waste management practice starts with following a basic hierarchy:

- **Avoid:**  
Take action to eliminate GHG emissions occurring in the first place.
- **Reuse:**  
Try to find opportunities for items that are no longer needed. Think about cleaning, repairing, refurbishing these items to keep them in use longer. Donate anything you no longer need to local sports clubs or community organisations. There may be another use for material you no longer need.
- **Recycle:**  
Anything that cannot be reused should be recycled. Check what local market there is for different types of recycling to inform your buying strategy and waste management plan. Segregating waste is the most effective and cost-efficient way to ensure the best end-use for materials.
- **Recover:**  
Send non-recyclable waste for energy recovery if available. Anaerobic digestion, combustion, incineration, and other processes can produce energy (fuel, heat, power) from waste.
- **Dispose:**  
Ensure waste that cannot be reused, recycled, or recovered for energy is disposed of properly in a licensed landfill. Waste sent to poorly controlled landfill sites can pollute groundwater, surface water, and soils, harming plant and animal habitats.

Some examples of specific targets for waste management are:

- Reduce the total amount of waste produced
- Aim for zero waste to landfill
- Increase recycling rates
- Reduce or eliminate the use of disposable plastics
- Increase the amount of food waste composting
- Engage spectators in recycling initiatives.

According to the [UCI Regulations](#), race organisers must provide specific litter zones for riders throughout a stage or race route to ensure the responsible collection and managed disposal of waste. Discarding litter and objects outside of these dedicated zones is harmful to the environment and to the image of our sport. The pollution of terrestrial and aquatic ecosystems through irresponsible disposal of waste sets a bad example to non-professional cyclists and the public.

## PLASTIC

Ninety-nine per cent of all plastic is made from fossil fuels, contributing to climate change. Plastic also emits greenhouse gases as it breaks down after use or is incinerated. A significant portion of this impact comes from single-use plastics. By 2050, there will be more plastic in our oceans than fish.

The IOC's [Plastic Game Plan for Sport](#) recommends a number of actions and provides detailed guidance for planning, designing out plastic from events, and encouraging supply chains and sports fans to act too:

**Refuse**

Do we really need these plastic items?

*Example actions: Don't offer plastic straws with drinks.*

**Reduce**

Can we cut down the amount of plastic we are using?

*Example actions: Ask suppliers to reduce plastic packaging. If you have to use plastic, choose items made from recycled plastic.*

**Reuse**

Can we swap single-use items for reusable alternatives?

*Example actions: Introduce a reusable cup scheme or install drinking water refill stations.*

**Replace**

Can we switch to a plastic-free alternative?

*Example actions: Opt for compostable plates and cups instead.*

**Recycle**

How do we design our event to ensure that everything gets recycled?

*Example actions: Make sure there are enough recycling or composting bins in the right places with very clear signage.*

**Remind, Inspire and Influence**

How can we get our colleagues, suppliers, athletes and fans on board?

*Example actions: Use tickets, posters, supplier contracts, event programmes, signs and more to encourage everyone to reduce, reuse and recycle.*

## FOOD WASTE

Food waste is responsible for 6% of global greenhouse gas emissions. Organic waste dumped in landfill creates methane which is 28 times stronger than carbon dioxide, contributing to climate change as it breaks down.

Limiting food-related waste involves reducing the waste produced around food (packaging, tablecloths, dishes, etc.) as well as reducing food waste itself. Vendors can improve their financial profitability by limiting food and other waste.

### Recommended actions

- Engage your vendors; bind them contractually to avoid and separate waste, and provide them with an estimation of spectator numbers and similar data to prevent food waste
- Leftover food can be donated to charities or sent to composting or a biogas production plant
- Discuss opportunities for an organic waste collection with your waste contractor or look for a contractor offering a collection service
- Ensure that spectators use bins to separate and dispose of all waste for reuse, recycling or composting; **no waste should be discarded in the natural environment**

## CIRCULAR INNOVATION

Current business models largely rely on buying cheap resources, making products at the lowest possible cost, and then selling as many products as possible. Few manufacturers consider what happens with their products after purchase or think about the waste created.

This linear economic model has reached its limits. Humans are taking far more from the earth than it can provide, and the planet has limited capacity to absorb all the pollution and waste produced. With an exponential increase in world population and wealth, our environment suffers from a pattern of increased resource extraction, waste production and pollution.

The circular economy rethinks the way we produce and consume things to optimise natural resources and limit waste. It refers to an economic model that is part of the sustainable development framework to produce goods and services while limiting the consumption and waste of raw materials, water and energy.

The circular economy is an economy in which waste generated from a production or consumption process is then circulated back into that same or another process. It is a 'closed-loop' system where nothing is wasted.

The circular economy is based on three principles:

- Design out waste and pollution
- Keep products and materials in use
- Regenerate natural systems

The transition to a circular economy requires changes in the way we think about our current products, about supply chains, and the interaction between manufacturers and users. In a circular economy, companies make money by offering products to customers ensuring that materials constantly flow from resource to product, and back to resource, without producing waste and without causing pollution in any form.

## WASTE CASE STUDY

### *Val di Sole*

The Italian resort of Val Di Sole, with a large part of the destination in the Stelvio National Park, is a regular host of UCI mountain bike events, including the 2021 UCI Mountain Bike World Championships. The local organising committee has a strong connection with the Val di Sole Tourism Board, ensuring that cycling events are closely linked to the destination's development strategy and sustainability programmes.

In 2019, the Ski Area Pejo3000 in Val di Sole became the first in the world to eliminate single-use plastic products. This initiative was triggered by a scientific study revealing that the surface of Forni Glacier in the Italian Alps contained hundreds of millions of microplastic particles. In collaboration with local tourist operators, three mountain huts have banned plastic bottles, bags, cutlery, plates, straws, cups and condiment sachets. In one year, 45,000 PET bottles (equal to 900 kgs of plastic), 15,000 glasses, 5000 straws and 12,000 packets of condiments were eliminated from the area.

Val di Sole is using the upcoming UCI World Championships to raise awareness

and communicate with visitors about the destination's measures to eliminate plastic. Operating under the threat of Covid-19 makes hosting a plastic-free mountain biking event difficult. Still, innovative solutions have been developed to overcome the challenge of keeping volunteers hydrated in remote areas of the park where the events take place. To avoid using single-use plastic bottles, organisers are providing volunteers with [#OP2020 Uno di Un Milione](#) Project bottles and building several water fountains across the venue where volunteers and staff can get refills. Volunteers have a hydration backpack to take water to marshals out on the course.

The organising committee has also engaged an Italian supplier to develop biodegradable barrier tape for future event use. This product innovation will allow Val di Sole to flexibly brand and barrier courses and other event areas with tape made from biodegradable plastic.

These plastic-free initiatives are just some of the ways Val di Sole is contributing to the UN Sustainable Development Goals.





## ENERGY

### **FACT**

Energy use represents the largest source of greenhouse gas emissions from human activities.

### **THIS MEANS**

One of the biggest elements of your organisation's carbon footprint is the use of power.

### **THE GOOD NEWS**

Energy costs are one of the most easily managed and often have the greatest potential for reduction. Zero and low-cost improvements can reduce energy use by around 20%, which will save you money on your energy bills and lower your CO2 emissions.

## RENEWABLE ENERGY

Wind and solar capacity is expected to double globally over the next five years to exceed both gas and coal. The continued growth of wind and solar means renewables will replace coal as the largest source of the world's power by 2025.

Wind, solar, hydroelectric, and geothermal power can provide energy without the planet-warming effects of fossil fuels. Renewable energy sources do not emit carbon dioxide and other greenhouse gases that contribute to global warming.

On-site renewable energy generation is also becoming increasingly popular. Solar panels can pay for themselves; if you have a suitable roof and use enough electricity, there may be partnerships available to pay for the panels and project management, providing you with cheap electricity.

## GENERATORS AT EVENTS

A huge amount of power is needed for each cycling broadcast. Using three phase electricity supply at venues can be considerably less expensive than temporary power solutions, and with much lower CO2 emissions. Using grid power at event locations is however often not an option, so another cheaper and more planet-friendly solution is asking broadcasters and suppliers to share power with other teams on location to reduce the number of generators needed and therefore also reduce emissions.

Gas To Liquid (GTL) is a better option than diesel to fuel generators. Waste vegetable oil, hybrid, or solar-powered generators may also be an option for your event. Technology will advance even further with battery hybrid generators on the market in the coming years with the ability to store excess energy and harmonise supply to reduce your footprint.

## DAILY LIFE AT THE OFFICE

Not to be under-estimated are the day-to-day actions of your organisation and its staff members. Seemingly small gestures and reflexes can have a considerable impact on your contribution to sustainability. It is also important to ensure your office equipment and appliances are efficient and up-to-date with the latest energy-saving possibilities.

### Recommended actions

- Switch to a 100% renewable energy supply or “green” energy supplier if this is available. It is the easiest way to take action on one of the largest parts of your carbon footprint.
- Run a ‘switch off’ campaign or put a ‘power down policy’ in place. Switch off lighting, heating, and equipment when not in use.
- Monitor and track energy use for unusual consumption or changes to base patterns. Check your energy bills against meter readings to assure accuracy.
- Ensure offices and venues have an up-to-date energy saving plan.
- Enable automatic power-saving modes on equipment and devices, and encourage staff to switch off devices when not in use
- Ensure Heating, Ventilation and Air Conditioning systems are optimised i.e. well maintained and consist temperatures between 18 and 20 degrees Celsius.
- Use energy-efficient appliances, lighting, and IT equipment. PCs and monitors represent the greatest use of office energy consumption, while photocopiers and printers are also significant energy users.
- Replace old equipment with energy-efficient models.

## ENERGY CASE STUDY

### *Geraint Thomas National Velodrome of Wales*

The Geraint Thomas National Velodrome in Newport has installed 1,726 solar panels in one of the largest solar rooftop projects of its kind in Wales. The panels generate 500kWp capacity of solar power, with any excess electricity exported back to the National Grid.

The National Velodrome solar work was a partnership between Newport City Council, Newport Live, Welsh Government Energy Service, Sustainable Communities Wales, and Egni Coop a community organisation that funds and manages PV (solar) installations to tackle climate change.

The National Velodrome project was part of Newport City Council's wider plan for decarbonisation which saw over 6,000

solar panels installed on 27 council-owned buildings across the city, with a target of becoming a carbon-neutral organisation by 2030.

The National Velodrome has also installed a state-of-the-art LED lighting system which has reduced energy consumption to realise substantial cost and carbon savings. The track lighting and control system allows the lights to be set at different levels depending on the type of training or events.

The solar panel installation and lighting improvements are estimated to save the council 60% on the velodrome's electricity bills and 100 tonnes of CO<sub>2</sub> emissions per year.

## TRAVEL & TRANSPORT

### FACT

Whether for an event or for training, cycling involves a great deal of travel for people, equipment and materials.

### THIS MEANS

Travel-related carbon emissions represent one of the main environmental impacts associated with cycling.

### THE GOOD NEWS

While travel will always remain a vital part of cycling, several measures can be put in place to limit its impact.

Taking climate action in this area means reducing the amount of travel and de-carbonising the mode of transportation wherever possible.

As a first step, your organisation should assess its current travel practices and implement a travel policy as part of any sustainability programme. This policy should establish clear principles and priorities for using different modes of transport according to distances and equipment to be transported. Senior approval should be required for any flight bookings, and low carbon transportation options should be prioritised such as rail travel over flying or public transport instead of driving.

### FLYING

Technical solutions to reduce the carbon emissions from flights are a long way off, so we must instead look at other ways to reduce air travel.

#### Recommended actions

- **Go virtual:** Make use of virtual meeting technology to replace travel to physical meetings
- **Take the train:** Where practical, use high-speed trains rather than flights
- **Fly less:** Check if fewer people can be sent somewhere, reducing the number of flights required
- **Fly economy:** Flying in First or Business Class creates three times more carbon emissions than flying economy
- **Fly direct:** Direct flights generally use less fuel than flights with connections and are often more convenient for travellers
- **Optimise journey plans:** Seek to combine multiple meetings/events into a single trip rather than separate out-and-back trips
- **Travel light:** Encourage travellers to pack lightly as lighter planes burn less fuel
- **Inform travellers:** Raise awareness of air travel's environmental impact by informing people about their trips' carbon footprint.
- **Reduce distance:** When selecting venues for an event series, try to optimise the travel times of teams/athletes by reducing the distance between events.

## GROUND TRANSPORTATION

Electric vehicles (EVs) are a vital pathway to meeting global climate change goals, and the technology is improving rapidly. Electric cars, trucks and coaches will benefit the cycling world in the future. However, while no greenhouse gas emissions directly come from EVs, they run on electricity produced from fossil fuels in many parts of the world. Therefore, it is essential to look at ways of reducing the number of vehicle trips wherever possible.

### Recommended actions

- Use fuel-efficient vehicles fitted with particle filters or low/zero-emission vehicles such as electric vehicles or hybrids. Look for partners or sponsors (car manufacturers, rental companies, car-sharing, etc.) who can make their low-emission vehicles available in exchange for visibility
- Increase the use of public transport and cycling rather than personal vehicle use
- Increase vehicle sharing (car-pooling) to reduce the number of vehicle journeys
- Choose the “greenest” travel option when travelling to or from airports: catching a bus or train from the airport has a far smaller carbon footprint than scores of taxis or hire cars
- Group deliveries, shipments, and orders, use local freight service providers, and choose bike couriers or cargo bikes if the size of the equipment to be transported allows.



## GREEN DRIVING

If you can't avoid using a combustion engine vehicle, you can reduce your impact with the green driving techniques below.

### Green driving techniques:

- **Check your tyre pressure regularly:** Under-inflated tyres can increase fuel consumption by 3% and take 10,000km off the tyre's life
- **Service your car regularly:** A well-tuned car can use 15% less fuel.
- **Slow down:** Driving at 90km/h uses 25% less fuel than travelling at 110km/h
- **Don't idle:** If you are stopping for more than ten seconds, turn your car engine off
- **Drive smoothly:** Stopping and starting uses more fuel
- **Open your window rather than using your air conditioner when travelling at under 70km/h:** air conditioning can increase fuel consumption by 10% but at speeds above this, the drag caused by having the window down will use more fuel than the air conditioning
- **Screw your fuel cap on firmly:** To avoid evaporation and leaks when turning corners
- **Travel light:** Don't use your car to store heavy equipment for long periods of time; an extra 50kg of weight increases fuel consumption by 2%
- **Remove roof racks:** Remove roof racks and anything fixed to the outside of your car when they are not in use to minimise wind resistance.

## AIR POLLUTION

In a cycle race, a large number of vehicles in an enclosed space or narrow valley can cause a build-up of exhaust fumes. Cyclists can be very exposed, particularly at events in mountainous areas. Idling, accelerating and decelerating can cause fumes to be produced that have CO<sub>2</sub> levels five to 10 times higher than when engines are running at cruising speed. This deterioration of air quality is likely to affect the riders' physical potential at strategic points just when they are at the limit of their physical capacities.

Large-scale events often cause significant local traffic disruption and congestion, which also leads to air quality issues and disruption to local communities and businesses. Transport planning for events must consider such impacts, and organisers need to work with public transport departments and local authorities to seek effective solutions for minimising impacts from cycling events.

### Recommended Actions:

- Consider access by public transport when choosing event locations or venues
- Allow spectators and people working at the events to travel only by public transport
- Limit spectator parking to those with mobility issues such as disabled and the elderly
- Encourage active travel (cycling and walking) to events and communicate the options
- Adjust the timing of the event to avoid peak travel times.

## TRAVEL & TRANSPORT CASE STUDY

### *The Arctic Race of Norway*

The Arctic Race of Norway became the first cycling race to use electric vehicles in 2019. The distance between Northern Norway and teams' home bases means they cannot use their regular buses. With the support of Hyundai, electric vehicles are provided to each team. From 46 vehicles in 2019, the objective is to have 100% of the 120 race vehicles electric within three years.

When the Arctic Race of Norway team started working on this challenge, one of the main difficulties was the lack of charging stations in Northern Norway. This

region lags behind the rest of the country in terms of existing charging infrastructure. A collaboration with local electricity companies helped solve the problem by teaming up to fund the development of mobile charging stations.

Through this project, the Arctic Race of Norway contributes directly to the green development of Northern Norway. The mobile charging stations used during the race are then made available for other sports and cultural events throughout the year.



## SUSTAINABLE SOURCING

### FACT

The most significant sustainability impacts lie outside an organisation's boundaries. The biggest risks often come from lower down the supply chain.

### THIS MEANS

Organisations need to look across their entire value chain to see where it impacts on the environment. Even the most sustainable organisations in the world can find themselves exposed by a supplier's conduct.

### THE GOOD NEWS

Having a sustainable sourcing strategy that is climate-friendly and protects biodiversity will help enable a resilient supply chain and promote strong local economies.

### WHAT IS SUSTAINABLE SOURCING?

Sourcing is how goods and services are identified and then bought or acquired from suppliers, licensees or partners. To do this sustainably means meeting an organisation's needs in a way that will also result in positive social, environmental, ethical, and economic outcomes.

The most significant control and influence an organisation can have is how it spends its money. Most of an organisation's direct and indirect impacts on the environment, people, communities, and businesses will depend on how goods and services are sourced.



**When sourcing goods and services, consider the following five essential questions:**

- **What is required?**

Evaluate whether a purchase is really needed or whether an alternative solution exists. Try understanding how your impact on society and the environment can be reduced by doing more with less. Are there options to rent an item? Can a service be paid for instead of purchasing a product?

- **Where does it come from and who has made it?**

We live in an increasingly globalised society. Many of the products we use have been sourced and produced in locations all over the world. The production of goods or delivery of services can have damaging human rights or environmental impacts. It is essential to think about how people in supply chain communities will be treated and ensure human rights are upheld and respected.

- **What is it made of?**

This is about ensuring that products minimise negative impacts and maximise positive impacts on human health and the environment. Choose to purchase products containing recycled materials or elements that are recyclable. Anything containing or using toxic or polluting substances should be avoided.

- **What is it packaged in?**

Packaging is a significant waste management and resource use issue. The aim should be to optimise packaging wherever possible and emphasise the need for recycled and recyclable materials to be used in any packaging. Suppliers should assume responsibility for taking back and reusing or recycling their packaging. Items should be delivered as efficiently as possible.

- **What will happen to it afterwards?**

The responsible disposal of goods and materials is crucial. If this is not considered initially (i.e. when specifying requirements in tender documents), there can be many unexpected costs for storage and disposal. Can goods be returned, donated, reused, recycled or otherwise reprocessed into something useful? By extending the useful life of goods and materials beyond their initial use you are helping reduce the need for new raw materials.





## INNOVATION

Cycling organisations and event organisers can adopt sustainable procurement policies to motivate and collaborate with suppliers or service providers to develop more sustainable options. Sometimes this means thinking outside the box and finding ways for products and services to be made or delivered differently. Organisations should promote best practices and give local suppliers opportunities to innovate, helping increase the availability of sustainable products and services in their community.

### **Recommended Actions:**

- Define procurement objectives and put a Sustainable Sourcing Policy in place. Think carefully when purchasing:
  - are local people employed?
  - will it make a difference to the local economy?
  - where do suppliers get their materials from?
  - can those materials be traced to influence better practices further down the supply chain?
- Provide staff with training on sustainable procurement principles
- Communicate sustainability requirements clearly to suppliers. Engage with them early to allow time for them to adopt more sustainable practices.
- Build capacity with suppliers by sharing environmental and social targets and engaging with them on sustainability objectives every 6 months to a year
- Include sustainability criteria in contracts with suppliers
- Choose to work with carbon neutral or 'green' suppliers who have a sustainability policy: green suppliers can reduce your carbon emissions and provide essential data for carbon footprinting.
- Sign up to the [United Nations Global Compact](#). This is a commitment to align organisational strategies and operations with ten universal principles on human rights, labour, the environment, and anti-corruption. It also promotes taking action to advance the UN's Sustainable Development Goals.

The IOC has produced a detailed [Sustainability Essentials](#) guide on Sustainable Sourcing in Sport with guidance for this topic.

# SUSTAINABLE SOURCING CASE STUDY

## Flanders 2021 LOC

Flanders' region is hosting the UCI Road World Championships in September 2021. The 100th anniversary of the event provides the heartland of cycling an opportunity to look back at the history of the sport and demonstrate how innovation and sustainable sourcing can help create a safer, fairer world for generations in the future.

The Flanders 2021 Local Organising Committee works with sustainable sourcing principles to engage as many local suppliers as possible, capture environmental data, reduce plastic and packaging, showcase local products and ensure fair compensation for workers in the region.

The Flanders LOC sustainability strategy was developed in close collaboration with the Flemish Government and OVAM, the Public Waste Agency of Flanders. Local authorities provided guidance on sustainable sourcing principles to ensure that the event complies with current and upcoming Flemish and European regulations. The 2021 UCI

Road World Championships are setting a benchmark for sustainable sports events in the region and Flemish cycling races in the years to come.

The Flanders LOC is committed to embedding environmental, social and economic objectives into contracts and working with sustainable organisations or suppliers to provide innovative ways to deliver the event sustainably. A policy document communicating the values and expectations around the event's ten sustainability themes is being shared in advance with all suppliers, partners and workers involved in delivering the Championships.

To overcome the challenge of balancing sustainability objectives with attendee safety under the threat of Covid-19, a task force was launched to look at the entire organisation of the event and find solutions that work for both people and the planet.



## CULTURE & COMMUNITY

### **FACT**

The Sports for Climate Action Framework explicitly mentions the multiplier impact that sport can have across society, to drive more awareness and action on climate change.

### **THIS MEANS**

The sport of cycling is a platform to reach many people worldwide and influence them to choose more sustainable behaviours through competitive events and all other forms of bicycle use.

### **THE GOOD NEWS**

There are many ways to build a sustainability culture in the cycling community through communication and engagement.

The UCI's mission is to develop cycling at all levels, from elite competitions through to the use of bikes as a leisure activity and means of transport. Experience has shown that people who get to see an elite cycling event are more likely to be motivated to increase their use of bikes. Physical activity has significant health benefits for hearts, bodies and minds.

Cycling fans are emotionally invested in the human element of the sport. Many fans of the sport will have a favourite rider or team. Fans of cycling admire these athletes, want to be like them, and feel that they can relate to them. The sport of cycling can create a culture of sustainability by:

- Providing a vehicle of hope and aspiration
- Showcasing what sustainable solutions look and feel like
- Inspiring people in a fun and engaging way
- Providing role models who can talk about why they care and the actions they take.

There are many potential communication channels to engage people around sustainability:

- Broadcast
- Sustainable actions at events and facilities
- Social media
- Cycling Association and Federation networks
- Athletes and ambassadors
- Club memberships and fan clubs
- Sponsors and partners

Here are some ways to drive more awareness of climate change in the cycling community:

### **Be Credible**

Achieving credible recognition for sustainability is crucial in building a level of trust among members, fans, local communities, and the wider public. Ensure your organisation and its leadership are committed to sustainability and taking climate action so that others are inspired to follow. Remove barriers to engaging in sustainable behaviours and explore stakeholder concerns to strengthen that connection with the community.

Taking steps to implement a sustainability programme and understanding what environmental, social, and economic governance means for your organisation will also help leverage cycling events. Engaging towns and cities on the benefits of enabling more cycle use for everyday journeys can help to tackle climate change, air pollution and premature death from inactivity.

### **Be Authentic**

National Federations, event organisers, and teams can connect cycling to environmental stewardship and harness cyclists' voices to address climate change. Sustainability messaging will resonate with fans and promote cycling role models for young people to illustrate the sport's interaction with our environment.

Any cycling organisation can communicate its steps to becoming more sustainable, but maintaining interaction with your community and cycling fans around sustainability issues is also essential. This could be as simple as recognising sustainable actions from your members and fans or promoting local initiatives that will improve people's lives or conserve the environment. A tweet or 'like' doesn't cost anything but showing your organisation cares if someone is doing the right thing can make a world of difference.



### Make It Relevant

Find ways to relate sustainability actions to people's everyday lives and make it fun. Promote greener, sustainable options or ask fans and members to adopt specific behaviours. Raising global awareness around climate change can lead to millions of small, medium, and large actions. Added up those actions could lead to a massive reduction of GHG emissions.

Here are [16 steps](#) that everyone can take to make a difference:

Fly Less	Drive Electric	Insulate Your Home	Wear Clothes to Last
Tell Your Politicians	Walk & Cycle More	Cut Food Waste	Green Your Money
Repair & Re-use	Dial It Down	Speak Up At Work	Talk to Friends
Eat More Plants	Eat Seasonal	Switch Your Energy	Get Some Solar

Regular physical activity, such as walking, cycling, sports, or active recreation, provides significant health benefits. Up to 5 million deaths per year could be averted if the global population was more active. The [World Health Organisation](#) (WHO) recommends that adults between the ages of 18 – 64 years should do at least 150–300 minutes of moderate-intensity aerobic physical activity every week. Cycling for everyday trips can play a big part in helping people maintain recommended levels of physical activity. Cycling organisations of all sizes can encourage their communities to choose physically active travel by communicating about its benefits.

### Launch campaigns

Communication campaigns toward fans and other stakeholders should aim to generate community sustainability outcomes, which also positively impact the UN's Sustainable Development Goals. The Green Sports Alliance [Fan Engagement Playbook](#) has detailed information on how to do this.

The [UCI Bike City label](#) supports and rewards cities and regions that host major UCI cycling events and invest in developing cycling amongst its wider population through the provision of infrastructure and establishment of programmes. The Bike City Label aims to maximise the legacy impact of cycling events by creating examples around the world of how cities can create better, safer streets for all people on bikes, regardless of age, level of fitness or cycling activity.

### Measure impact

Monitor social media activity and engagement around sustainability messaging and campaigns. Capture data to evaluate success and report on contributions to the SDGs. Look at what has been accomplished in the community to inspire further collaboration and communication. essential.

## CULTURE & COMMUNITY CASE STUDY

### Team Qhubeka ASSOS

The 27 riders on the South African-registered team represent 16 nations. Despite their diverse backgrounds, cultures and languages, they have a common motivation that goes beyond winning races: they also aim to inspire hope and create opportunity.

The team is strongly linked to the [Qhubeka](#) charity, that donates bicycles as part of the charity programme in South Africa. The team and its riders use their presence on the global stage to make a lasting impact on gender equality, racial equality, access to education, humanity and entrepreneurialism.

The team is ambassador for Laureus, the global organisation that uses the power of sport to transform lives. In 2019, the team was honoured in the [Beyond Sport Awards](#), winning the award for best corporate campaign or initiative in Sport for Good.

Team Qhubeka ASSOS has raised over 5M euro for charity through the team, its riders and partners. It has created jobs and hope for people in a community in the North West Province of South Africa. To date, the team has raised funds for more than 30,000 bicycles.

Italian Giacomo Nizzolo joined Team Qhubeka ASSOS in 2019 and remains marked by his first trip to South Africa to distribute bikes to children: "It was really emotional. It is something that is still in my mind. I think it will stay in my mind forever, to see in the eyes of these kids their feelings. They were emotional as well. It's something that inspired me and brings me motivation every day, even in dark moments in races, I really think about this. That's why I think this team is special."

Team Qhubeka ASSOS continues to fight to remain sustainable as a team and to change people's lives one bicycle at a time.



## DIVERSITY AND INCLUSION

### FACT

Some groups are underrepresented within cycling based on personal characteristics such as race, gender, (dis)ability and sexual orientation.

### THIS MEANS

Bias and discrimination exclude people who have specific characteristics, making it difficult for them to participate at the same level as everyone else.

### THE GOOD NEWS

Cycling organisations worldwide are recognising the need and opportunity to diversify the sport and are taking strategic measures to ensure that the diversity of cycling is increased, respected and celebrated.

People are happier and perform better when they feel welcome and can be their authentic selves without fear of being made to feel different.

This helps to make cycling a more balanced, enjoyable mode of transport and sport that benefits from its diversity.

The respect of diversity is recorded in the UCI Constitution to ensure “equality between all the members and all the athletes, licence-holders and officials, without racial, political, religious, gender-related or other discrimination.” This means that the cycling community should provide a space where all people feel comfortable participating in the sport of cycling, regardless of gender, race, sexuality, (dis)ability, or any other perceived difference.

Sustainability for cycling in all its forms depends on it being open, accessible, diverse, and inclusive. This means the inclusion of diverse representation within the sport, allowing people to contribute more effectively and bring new perspectives and ideas. This can generate a sense of engagement, greater motivation, and pride among the cycling family.



### WHAT IS DIVERSITY?

When we talk about diversity, we should think about everyone. People are the same and different so diversity means variety. It refers to the differences between individuals, including country of origin, family and ethnic background, race, sex, age, gender, socio-economic status, sexuality, (dis)ability, religious beliefs and life experience. Diversity enriches our communities through shared experiences with different people.

### WHAT IS INCLUSION?

Inclusion is about embracing human diversity: diversity of ages, abilities, gender, ethnicities, religions, cultures, and socio-economic resources. It reflects how individuals are respected and have the right to participate within their community, regardless of any differences.

Inclusion is proactive behaviours and actions to make people from all backgrounds, ages, and abilities feel welcome, respected, and embraced in cycling.

### WHAT IS BIAS?

A bias is a feeling, thought, or inclination that is often unconscious and usually unreasonable or not well thought out. As a result, biases tend to be illogical or inaccurate.

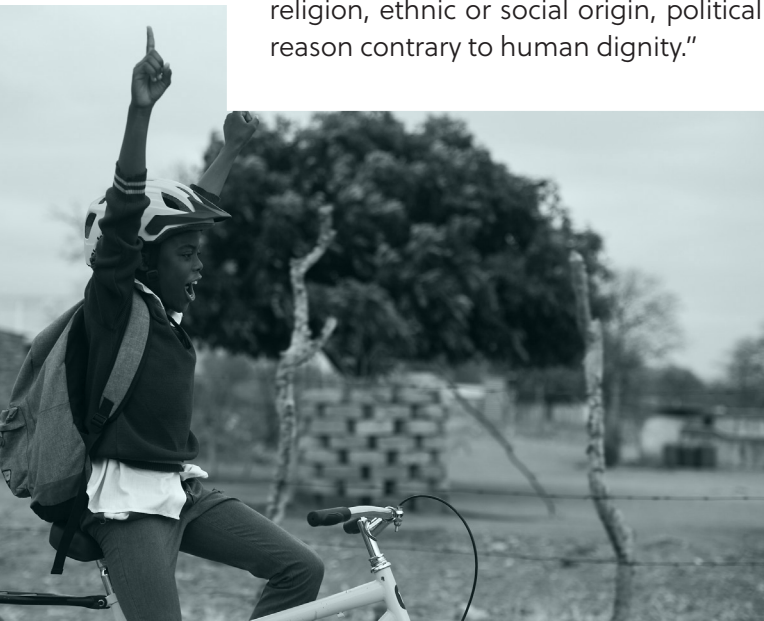
Biases can be in favour of something or against something. They can be problematic since they don't allow the person bearing the bias to take all the facts or evidence into account when making a decision.

### WHAT IS DISCRIMINATION?

Discrimination is the unjust or prejudicial treatment of a person or group of people.

Discriminatory behaviours treat others unequally, primarily when based on particular characteristics. The United Nations states that "Discriminatory behaviours take many forms, but they all involve some form of exclusion or rejection".

The UCI Code of Ethics declares that "The persons bound by the Code shall not undertake any action, use any denigrating words, or any other means, that offend the human dignity of a person or group of persons, on any grounds including but not limited to skin colour, race, religion, ethnic or social origin, political opinion, sexual orientation, disability or any other reason contrary to human dignity."





## WHAT IS GENDER EQUALITY?

Gender Equality means that individuals' rights, responsibilities, and opportunities will not depend on whether they are born male or female. Equality ensures that the perceptions, interests, needs and priorities of both women and men are considered and that they will be given equal weight in planning and decision-making. It recognises the diversity of different groups of women and men and that gender equality is not solely a women's issue. It should concern and fully engage men as well as women because, as a human rights issue, gender equality is a precondition and indicator of sustainable people-centred development.

In 2019, the UCI became the first International Federation to gain workplace gender equality EDGE certification. This certification examines where an organisation stands regarding gender balance across its workforce, gender pay equity, and whether policies and practices ensure equitable career flows and an inclusive workplace culture for both male and female employees. Gaining EDGE certification is part of a series of important measures within a wider women's development strategy at the UCI to ensure gender parity in our sport, achieve equality between employees, and ensure better representation of women in management positions.

### **Recommended Actions:**

- Take a zero-tolerance stance towards racism, discrimination, and harassment in your organisation.
- Establish a working group or task force and engage with people from diverse backgrounds. Determine what your organisation could do differently to reflect the diversity of the community where you are based.
- Attach equal importance to all characteristics: race, age, disability, ethnic or social origin, gender identity, sexual orientation, religion or belief.
- Conduct a demographic survey to better understand your membership or workforce's makeup and set numerical targets to increase participation and membership of people from diverse backgrounds.
- Implement policies and hiring procedures to improve diversity and inclusion—set objectives to increase representation across boards and senior levels.
- Nominate a Diversity Champion in your organisation (see attached guide)
- Provide access to guidance and training for staff on gender equality, disability awareness, tolerance and how to be better allies.
- Read books, watch films or follow people from diverse backgrounds on social media to understand and appreciate our differences.
- Increase the visibility of people from diverse backgrounds in cycling by including them in advertising and communications.
- Ensure infrastructure is accessible and that there are no barriers to participation.
- Work with local organisations to include marginalised communities, asylum seekers, and people with disabilities in cycling events.

## DIVERSITY & INCLUSION CASE STUDY

### *Let's Ride Camps at the USA National Championships*

With oversight from its Diversity, Equity, & Inclusion Task Force, USA Cycling worked with local coaches, clubs, shops and other organisations to provide Let's Ride Camps in conjunction with the 2021 National Cycling Championships.

Local organising committees helped USA Cycling identify Non-Governmental Organisations and local groups to bridge the gap for raising awareness and building excitement in marginalised communities where the events took place in Knoxville, Tennessee and Clay County, Florida.

The camps were free and open to any child and family who wanted to learn to ride safely and start their cycling journey. They were the first point of contact with USA Cycling for families and future riders from diverse backgrounds, providing access to bikes and inspiration for kids who would not otherwise have such an opportunity.

USA Cycling licensed coaches, in conjunction with USA Cycling staff, hosted the camps, with their registration dependent on existing community networks and engagement activities. This was an organic way for USA Cycling to identify coaches in underserved communities, with mentoring support provided to fast track their presence and improve representation in the sport.

These programmes are building towards future initiatives to help these communities introduce more safe cycling routes and infrastructure. Let's Ride will aim for all equipment from the camps to be left behind in the local communities, providing ongoing access to Let's Ride clinics for those starting in the sport we love.



# 05 SUSTAINABLE CYCLING EVENT CHECKLISTS

The following checklists have been developed with the support of various cycling stakeholders and international organisations to provide best practice from the world of sport on how to deliver events sustainably.

These actions are not compulsory nor are they comprehensive. Your organisation may already be taking some of these steps or aspiring to achieve them in the future. Organisers must think about what is important and realistic for events according to specific local conditions and plan to address their priority sustainability objectives.

For guidance on how to plan and deliver a sustainable cycling event of any size, organisers should refer to the [IUCN's guidelines for Mitigating Biodiversity Impacts of Sports Events](#) which have been developed for:

- Event owners
- Event organisers and organising committees including the functional leads for areas such as competitions, spectator services, energy, logistics, waste management, marketing, or procurement.
- Public authorities responsible for permitting, licensing and/or funding an event
- Venue/site managers
- Contractors



## BIODIVERSITY PLANNING CHECKLIST (PART 1/2)

### PLANNING

Consult relevant environmental authorities, local experts and NGOs to determine issues, risks and opportunities for areas with important or sensitive biodiversity and key species.



Define roles and responsibilities to ensure there are competent people in charge of biodiversity and other environmental issues for the event.



Identify specific issues that need to be addressed and provide appropriate training and support (eg equipment and materials, back-up expertise).



Be clear about the size of the event, the activities envisaged and what space they require, so that the most appropriate venues can be chosen with the least risk to biodiversity.



Evaluate potential public opposition or concerns about the event.



Make sure all legal and regulatory requirements are identified and understood.



Carry out an initial screening exercise to provide baseline information on biodiversity constraints, risks and opportunities. Where potential ecological and other environmental impacts are still likely to be significant, undertake a more detailed Environmental Impact Assessment with specific focus on biodiversity conservation.



Establish partnerships with local conservation organisations. Invite and offer incentives for volunteers from conservation groups to act as stewards at the event and help ensure that potential impacts on biodiversity are avoided or minimised; support publicity for these groups.



Identify local 'flagship' species to highlight in event promotional material and educational projects.



Consult local conservation groups to gather information on regional fauna and flora to be included in Event Road Books. Encourage broadcasters and athletes to highlight these in their communications.



Provide information materials for athletes, spectators and the wider public on biodiversity, to communicate sustainability requirements and expectations about behaviour.



Provide information on biodiversity found in the wider host area to support 'green tourism' initiatives.



Anticipate potential implications for any post-event ecological restoration work and put in place measures to minimise this risk.



As part of event sponsors' commitment to sustainability, encourage them to support biodiversity conservation.



Initiate educational projects in partnership with local conservation organisations and event sponsors.



## BIODIVERSITY PLANNING CHECKLIST (PART 2/2)

### COMMUNICATION

Communicate about the measures being taken at the event to mitigate impacts on biodiversity, to set an example of good practice and raise awareness of biodiversity and conservation.

Link communications about biodiversity to the work of local conservation organisations where relevant.

Provide visitor information using signage, posters, apps and blogs to explain about the wildlife found at the venue, highlighting any species of particular interest.

Provide signs to explain why some areas are protected (eg may be a habitat for threatened species or support diversity of native plants and animals).

Provide some 'dos and don'ts' for athletes, spectators and service providers regarding the natural environment and biodiversity at the venue, giving clear reasons for any restrictions on behaviour.

Where a mascot is being used based on an animal, issue a simple conservation message that advocates action to ensure the species' survival.

Integrate biodiversity content into training modules for staff, contractors and volunteers;

Incorporate biodiversity themes into event ceremonies, merchandise and mascots.

### MONITORING

Ensure that reliable baseline data on biodiversity is gathered against which to measure the impacts of the event.

Specify measurable targets, in simple terms, that reflect the biodiversity goals set for the event eg 'no erosion of riverbanks', 'no destruction of bird nests', or 'improvement in a particular habitat'.

Select indicators to measure performance against these biodiversity targets (eg the condition of a particular habitat to be restored). Monitor the indicators before and after the event, against which to audit performance and make continual improvements.

Invite feedback from key stakeholders involved in the event on whether their expectations for managing nature have been met. Stakeholders could include environmental agencies and conservation NGOs, as well as the event workforce.

Publish and disseminate the results of the monitoring.

## WASTE CHECKLIST (PART 1/4)

### AVOID WASTE

Implement a Waste Management Plan for your event.

Identify the main items of your event likely to produce waste and evaluate quantities:

Food: organic waste, waste oils, tinfoil, other recyclable or incinerable packaging

Beverages: glass, PET, aluminium

Sponsorship (distribution of flyers, programmes, banners or objects):

Paper, incinerable waste (packaging).

Material deliveries: cardboard

Incinerable waste.

Reduce all you can through careful procurement. Identify areas where alternative options are available to avoid or reduce specific waste and apply the waste hierarchy accordingly.

Talk to your site manager and/or waste contractor and find out what can and cannot be recycled.

Establish indicators and identify ways to measure waste: weighing, counting filled bags or residual bags, etc.

Set waste reduction targets and monitor for reporting to stakeholders on achievements.

Involve partners in implementing the Waste Management Plan through a code of conduct or contractual obligations. Conduct pre-event meetings and daily check-ins during the event with caterers and vendors.

### PAPER

Avoid using paper as much as possible, eg by installing a fully electronic registration system and minimising printing communiques, start lists, results, etc. In the Media Centre, VIP area and team areas: discourage and minimise printing of result reports by providing online versions.

Communicate electronically with competitors (registration, timetable, etc) and with spectators (tickets, event programme etc).

### REUSE: EXTEND THE USE OF MATERIALS AND PRODUCTS

Donate items (decorations, carpeting, signage, etc.) that cannot be reused to community projects.

Identify equipment or materials that the event or vendors will no longer need that could be used by others (associations, sports clubs, leisure centres, etc.).

Rent, reuse, or store items between events rather than purchasing new.

## WASTE CHECKLIST (PART 2/4)

### ENCOURAGE WASTE SORTING AND RECYCLING

Provide suitable recycling facilities and consider:

Location - identify high traffic areas and put bins close by

Cluster bins so that as many recycling options as possible are available in each location

Mark the bins clearly on the top and sides, with consistent signage across the event

Place bins every 25 metres.

Communicate recycling initiatives to spectators and the use of reusable cups and dishes (via volunteers, over PA, apps, website etc.) and inform spectators about the positive impacts of reducing waste.

Find interactive ways to engage participants, such as quizzes and prizes and mini eco-education centres to explain how recycling works.

Train staff and recruit volunteer waste champions to ensure waste goes to the right places and everyone plays their part in recycling.

Ensure effective arrangements for traders and spectators to separate waste streams. Develop detailed maps showing locations of vendor/caterer eco-stations.

Plan your recycling and composting sites for easy access.

### SPONSORSHIP & BRANDING

Plan long term relationships with partners (sponsors, vendors, etc) to develop banners for multi-year use.

Check if existing materials from previous events be used.

Check if the amount of materials used in branding and signage can be minimised through weight or size reduction. The IOC in conjunction with UEFA and Anthesis have created a detailed guide on the environmental impact of branding and signage [here](#).

Ensure sponsorship and branding materials are printed without dates and location so they can be reused.

Have a Storage and Transport Plan to prevent damage of branding elements for future reuse.

Have reusable bungee or velcro straps to attach branding, rather than plastic disposable cable ties.

Minimise the distribution of promotional items and marketing gadgets. Agree with your sponsors to minimise free samples and flyers on a large-scale.

Avoid giving gift bags or physical presents to VIPs. Consider providing an option to offset the emissions of their visit to the event or plant a tree.

## WASTE CHECKLIST (PART 3/4)

### PLASTIC

Understand where plastic is used, the primary sources of plastic waste and create a plan to cut down on plastic at your event. You can use the [Plastic Game Plan for Sport](#) checklist and event plan template to get started.

Integrate your plastics plan into contracts with all your suppliers, concessions and sponsors. Do this at an early stage, so they have time to prepare.

Have a reusable cup scheme with a deposit.

Eliminate plastic straws; go without or source compostable straws.

Eliminate plastic shopping bags; encourage paper or reusable bags instead.

Use bulk dispensers for condiments, no single-serve sachets or tiny tubs.

Ask your vendors to provide reusable or compostable cups, plates, bowls, cutlery, stirrers, and no disposable plastic (or plastic-lined) serve ware. Develop a bulk purchase system to lower the price of compostable serve ware for the event.

Have water refill points; don't sell or serve disposable plastic bottled water.

Serve or sell freshly prepared drinks, beers, and soft drinks, or packaged in cans or glass.

Avoid mixed material packaging (e.g juice cartons) unless recycling is available.

Use tea and coffee urns or espresso machines; avoid single plastic, foil capsules or pods.

Have plastic-free celebrations; don't permit balloons, glitter, confetti, disposable plastic spectator paraphernalia, or fireworks that use plastic canisters.

### FOOD WASTE

Provide vendors with an estimate of spectator numbers to prevent food waste.

Ensure data is collected and reported on the amount of food waste generated and where it goes.

Ensure all food waste is managed and disposed of in full compliance with all relevant legislation. Suppliers and partners should be contractually required to proactively reduce the amount of food waste produced.

Redistribute edible surplus food to workforce or community programmes and ensure no food waste is sent directly to landfill.



## WASTE CHECKLIST (PART 4/4)

### ANIMAL AND PET WASTE

Pet waste stations should be provided in high traffic sites at cycling events with signage and communication of their location.



### MANAGE AND TREAT WASTEWATER

Utilise venues that channel wastewater into sewerage treatment plants; plan alongside municipal authorities.



If not connected to municipal sewerage lines, collect wastewater and transport it to sewerage treatment sites.



Provide suitable containers for disposing of used fuels or oils and other potentially toxic liquid wastes.



Assess the risks of water pollution and develop an action plan, if necessary, with the local authorities.



### PROTECT BIODIVERSITY

Avoid parking heavy refuse vehicles or placing heavy waste management equipment under or close to mature trees where they can damage surface roots.



Ensure that waste is stored properly to prevent access by – and subsequent harm to – wild animals. Use wildlife-proof bins.



Ensure the safe treatment and disposal of all medical waste at licensed disposal facilities and in line with regulations to prevent pollution and harm to wildlife.



Ensure that bins are emptied regularly to stop waste overflowing and spreading by wind or animals into the natural environment.



## ENERGY CHECKLIST - OFFICES & VENUES (PART 1/2)

### SWITCH TO RENEWABLE ENERGY

Purchase electricity produced from 100 % renewable energy sources, particularly solar and wind.

Install solar panels on venues and buildings—partner with a local solar energy provider.

### REDUCE ENERGY DEMAND

Run a 'switch off' campaign or put a 'power down policy' in place. Place stickers above light switches and use posters and emails to remind people.

Choose venues that comply with green energy standards (eg LEED) and/or use renewable energy sources.

Refurbish venues to high environmental standards to reduce energy consumption, save money (for example, install better insulation, switch to LED lighting), and design new velodromes or facilities according to high environmental standards (eg LEED).

### INCREASE ENERGY EFFICIENCY

Perform energy audits in event facilities to identify potential savings. This can quickly result in cost and energy reductions.

Replace older equipment with modern, energy-efficient models. Many eco-labels are available. [The Standards Map](#) website provides more detailed guidance on these

### LIGHTING

Adapt velodrome or venue lighting to the minimum requirements for the purpose and switch 'competition lighting' to 'house lighting' as often as is feasible.

Replace incandescent light bulbs with energy-efficient, compact fluorescent lamps (CFLs) and slimline tubes. They typically make immediate savings of up to 75% and last up to ten times longer. Use tri-phosphor coated tubes for a more natural, brighter light.

Use natural light wherever possible. Keep windows clean and encourage staff to open the blinds rather than turn on the lights. Daylight blinds are available that redirect light to the ceiling, thereby preventing glare. Some also have perforated blades to allow a view of the outside.

Make sure lights can be switched off manually (particularly near windows). Installing zone controls and daylight sensors ensures that lights are switched on only when necessary.

Install presence detector lighting controls in places not in constant use (e.g. toilets, storerooms and meeting rooms). These sensors provide savings of up to 30% on lighting costs.

For new installations, ensure you have several separate circuits so that lights in darker areas can be turned on independently of those in a lighter area.

Ensure lighting controls are clearly labelled, especially if grouped together.

## ENERGY CHECKLIST - OFFICES & VENUES (PART 2/2)

### HEATING AND COOLING

Find out how your building's heating and cooling systems operate and take advantage of any built-in energy-efficient functions.



When heating, reduce the temperature of a room by 1°C; it is unlikely that anyone will notice, and you could cut the heating bill by as much as 10%. Similarly, set air-conditioning to come on only when temperatures exceed 24°C.



Turn off heating and cooling in unoccupied rooms, ensuring they are well ventilated to prevent condensation and mould. Only use these systems when people are actually in the rooms/building.



Use timers and temperature control sensors to control output. For example, an optimiser sensor fitted externally to your office building can set heating controls to warm up the office before staff arrive and shut off heating controls once the building is at the optimum temperature, avoiding overheating or the need to open windows.



Make sure fans, pumps, and central plants such as cooling towers, boilers, and chillers do not operate when buildings are unoccupied, except where they are needed for pre-heating or pre-cooling.



Make sure windows and doors are closed when heating or air-conditioning is on.



If refurbishing your office, consider installing double or triple glazed windows and encourage cleaners to close blinds/curtains to prevent solar gain or heat loss when rooms are unoccupied.



Check that insulation (walls, roof and pipes) and draught-proofing is adequate to prevent excessive heat loss.



Ensure appliances such as refrigerators have an energy rating of A or higher.



Install heat reflectors to the walls behind radiators to improve their efficiency at a relatively low cost. Ensure heaters and radiators are kept clear by not placing furniture in front of them.



Check boilers and thermostats – a serviced boiler can save up to 10% on heating costs.



### EQUIPMENT

If your computer has the 'power save' feature, make sure it is activated.



Screen savers do not save energy. Enable 'power-down' settings and encourage staff to switch off their computer monitors when not in use, including when they are away from their desks for meetings or breaks.



Ensure vending machines are running at the optimum temperature and are serviced regularly. Consider installing 7-day timers on vending machines to reduce energy consumption when buildings are unoccupied.



## ENERGY CHECKLIST - OUTDOORS (PART 1/1)

### ON-SITE ENERGY REQUIREMENTS

- Ask broadcasters and suppliers to share power on location to reduce the number of generators.
- Consider alternatives such as waste vegetable oil, solar, or hybrid generators at your event. They may not suit all situations, but they can play a role in cost-cutting and reducing carbon emissions.
- Use smaller generators and/or tower lights where appropriate for long build and break periods, for offices and re-charge points.
- Work closely with your power supplier on a plan to reduce fuel and reflect this in signed contracts.
- Accurately assess demand in advance by asking users what equipment they use rather than what size feed they need – consider whether you or the power supplier will do this.
- Use an escalating price tariff for traders to encourage lower usage.
- Train staff and other stakeholders on location about the importance of reducing power consumption.

### LIGHTING

- Ask your supplier to use LED festoon for outdoor lighting, which significantly reduces power demand and the number of generators you may need.
- Use essential lighting only; avoid lighting in known wildlife corridors, especially at night.
- Use control systems, including timers, to avoid using lights unnecessarily.
- Identify and implement ways to minimise light pollution within, and spreading from, the sports venue, eg through screening, or directional lighting.
- At night use lighting with a spectrum that does not disturb nocturnal wildlife. Avoid short-wavelength 'blue' lights to minimise impacts on bats and insects.
- Remove all lighting as soon as possible after the event.

### CABLING

- Minimise risks of collision with or electrocution of wild animals by installing cables and wires away from known animal movement or bird flight routes.
- Where there is a high risk of collision or electrocution, use highly visible markers attached to wires or cables (deflectors, diverters or flappers) to alert wild animals.
- Where wild animals such as monkeys or reptiles are known to move along electric wires, ensure that cables are well insulated to avoid electrocution.
- Locate cable and wiring routes to avoid important areas for biodiversity.
- Remove all cabling and wiring and cable jacket as soon as possible after the event in a way that avoids or minimises disturbance to soils and vegetation.

## TRAVEL AND TRANSPORT CHECKLIST - ORGANISATIONAL (PART 1/1)

### REDUCE TRAVEL

Reduce transport in the run-up to the event by using virtual meeting technology.

Assess the need for air travel and whether there is a real business case for any intended travel.

Where flights are necessary, book direct journeys rather than those with connections.

Optimise journey plans: combine multiple meetings/events into a single trip rather than separate trips.

Check if fewer people can be sent somewhere, reducing the number of flights required.

Reduce commuting by providing virtual working opportunities (ie staff working from home or local/regional office facilities rather than travelling to a central location).

Promote the use of public transport and cycling rather than personal vehicle use.

Ask suppliers/partners to optimise transport efficiency and minimise transport distances wherever possible.

### DE-CARBONISE TRANSPORT

Use high-speed rail over flights where practical.

Ask suppliers and partners to supply vehicles that meet recognised/best practice air quality emission standards - with the lowest practicable CO2 emissions -, and that achieve the best possible fuel efficiency/economy.

Promote the use of 'green' taxi/bus operators that have fleets with hybrid/electric / alternative engines and whose drivers are certified to drive energy efficiently. Encourage the use of cycle cabs in cities where such a service is available.

Facilitate the use of electric vehicles by signposting local charging points or even installing your own.

Choose the "greenest" travel option when travelling to or from airports. Using a bus or train from the airport has a far smaller carbon footprint than scores of taxis or hire cars.

### OPTIMISE AND REDUCE FREIGHT TRANSPORT

Choose freight and courier companies that operate low-emission vehicle fleets and implement green practices (route and load optimisation).

Use cargo bike couriers wherever available.

Use shipping in preference to airfreight.

For materials that must be shipped, select a freight haulier that uses environmentally responsible practices in their operations.

Group deliveries, shipments, and orders together. Consider the use of truck-pooling (instead of using 20 trucks for 10 different items, consider combining loads where possible) and joint storage.

Buy from local sources – to minimise the embodied carbon element of transportation.

For some events, rail or river freight may be a viable option.

## TRAVEL AND TRANSPORT CHECKLIST - EVENT TRANSPORT (PART 1/2)

### REDUCE THE NUMBER OF VEHICLES

Choose event locations that are easy to reach by public transport. Plan events and competitions according to public transport timetables.

Limit parking areas and organise shuttle services between locations.

Offer a public transport pass to all staff and volunteers for the duration of the event.

Encourage car-pooling for staff, participants, and spectators through messages and links on your event website or App. Utilise the best parking spaces for those who are car-pooling to encourage multi-person transport.

Organise shuttle buses to cut down on short single-occupant journeys to and from the event location to accommodation or car parking facilities.

Offer accessible public transport services.

Use low emission shuttle vehicles, bicycles, hybrid cars, etc.

Provide information about how event visitors can use public transit by showcasing maps, bus and train routes for participants. Provide equal opportunities for disabled people's transport.

Offer secure bike parking inside your event.

### FAVOUR WALKING, CYCLING AND PUBLIC TRANSPORT

Encourage people attending the event to walk or use alternative transport to reduce carbon emissions and air pollution.

For ticketed cycling events, work with local transport agencies to negotiate a free or reduced public transport day pass with the event ticket and/or offer a discount for people who come by public transport.

Provide spectators with clear information regarding public transport options (maps, timetables, how to get the correct ticket, etc.) through online messaging, via your event app, at the event. Show them how much pollution they can save by coming to the event by public transport.

Make walking and cycling to the event attractive by creating maps of safe routes to the location, venue, hotels and town centres or by offering secure bike-parking.

Have an incentive parking policy (limit parking spaces, high parking charges, discount on admission for active travel etc.) to deter spectators from using cars.

Provide well located and secured parking facilities for bicycles.

## TRAVEL AND TRANSPORT CHECKLIST - EVENT TRANSPORT (PART 2/2)

### PROTECT BIODIVERSITY

Ensure that all roads and tracks open for use during the event are marked clearly, and parking areas are signed to avoid vehicles going off-road.



Ensure that heavy vehicles do not park under or near mature trees and that heavy equipment is not placed in these areas where surface roots can be damaged. This is more critical if adverse weather is forecast.



Apply strict speed limits to minimise the risk of wildlife collisions.



Limit traffic at dawn and dusk, at night and during times of peak activity of protected or threatened animal species where feasible.



Avoid using vehicles in erosion-prone soils (eg riverbanks, shorelines, sand dunes, and freshwater habitats).



Limit heavy vehicles to clearly marked areas and hardstanding.



Immediately report any accidental fuel spills to the event organiser or venue manager to ensure pollution is contained and cleaned up quickly.



## VENUE AND OVERLAY CHECKLIST (PART 1/5)

### BUILDINGS AND VENUES

Use, refurbish or develop existing buildings through modernisation

Implement sustainable solutions for the construction of any new venues (energy efficiency, recycled material, eco-friendly materials, building labels like LEED or BREEAM, etc.).

Produce on-site electricity: incorporate solar panels (thermal and photovoltaic) into the design of new venues.

Design venues to allow flexibility, multi-purpose and continuous use.

Work with sustainability experienced architects and energy engineers to optimise the design of new buildings or when refurbishing old venues.

Select construction companies with a reputation for sustainable practices.

### EXTEND THE USE OF MATERIALS AND PRODUCTS

Reuse, share or rent material to maximise its use (fencing, barriers, signage, tents, electronic material etc.).

Ensure event overlay is stored close to the location to reduce transport and for easy access for reuse at future events.

Use data from previous or other events to estimate specific needs and reduce excess materials.

Assess the needs for each order request for new products and materials; look for alternatives.

Work with hire companies that have a sustainability policy and can provide certified materials.

Use eco-friendly products and material for overlay (recycled, certified, biodegradable, etc.) and avoid material that has a significant environmental impact (tape in PVC, single-use plastic bags, etc.).

### SAVE WATER

Choose existing venues that use water efficiently.

Check there are no leaks in water systems at regular intervals.

Avoid choosing locations and times of the year for an event that would aggravate constraints on available water supplies, particularly in water-stressed or arid areas.

Reduce water use through rainwater recycling where possible and use water-efficient fittings and technology, especially in water-stressed or arid areas.

Educate staff and participants to save water (minimise the use of water for bike cleaning, for watering roads and other outdoor areas).

Use dry toilet systems where temporary facilities are required in preference to systems that use local water supplies.



## VENUE AND OVERLAY CHECKLIST (PART 2/5)

### MANAGE AND TREAT WASTEWATER

Avoid sites where the groundwater is close to the surface or near to drinking water sources.

Install eco-friendly permanent toilets in velodromes or facilities frequently used for cycling races.

Choose waterless urinals, low flushing toilets or water-free toilets.

Ensure good drainage and decrease runoff by installing permeable pavements, green roofs, retention ponds or reed beds.

Encourage event participants to use non-chemical detergents to wash bikes to reduce contaminated water entering natural streams. When pressure washed, residual pollutants from oils and lubricants can enter the watercourse. Most road drains and surface drains are designed to carry only rain water. Pouring pollutants down these drains is like pouring them straight into the river. Mark the location of road and surface water drains to raise awareness and direct participants to areas with foul water drainage.

Fit dual quality supplies to separate stormwater and sewerage systems.

Ensure that all sewage is disposed of in suitable treatment facilities.

If the ground doesn't soak up water quickly when it rains, set up a temporary drainage system.

### INTRODUCTION OF ALIEN INVASIVE SPECIES

Avoid introducing alien and invasive plants or animals in soils or plant matter, seeds or insects attached to vehicles, equipment or clothing. Draw on available information and guidance on key alien invasive species in the event location area to help identify these invasive organisms and prevent their introduction.

Disseminate guidelines to contractors, teams and athletes on preventing the introduction of alien invasive organisms.

Keep vehicles transporting overlay, associated equipment and bicycles free of soil, plant material and seeds from outside the area, to prevent the introduction of alien invasive plants to the venue.

Create a clean zone in which vehicles and bicycles can remove any soil, plant material and seeds from outside the area prior to entering the venue.

## VENUE AND OVERLAY CHECKLIST (PART 3/5)

### PREVENT HABITAT LOSS OR MODIFICATION

Ensure close collaboration between design teams, event organisers and biodiversity experts during the detailed planning and design of event overlay and services.

Locate all overlay and select areas that will be cleared of natural vegetation for temporary infrastructure away from important sites for biodiversity to avoid negative impacts and minimise the need for restoration or repair work.

Designate specific areas to be used for cleaning vehicles and bikes away from local streams, to control water use and prevent sediment and pollutants entering and modifying freshwater ecosystems.

Consult with relevant statutory authorities on protected habitats and species, water abstraction requirements, fire risk and nuisance issues (noise, light, dust etc.).

Ensure strict control measures to manage fire hazards in setting up and removing overlay.

Use fencing to protect important natural areas (nature reserves, forest, low lying areas) that are close to the event location and access routes.

Use already disturbed or transformed areas for overlay rather than clear natural vegetation.

Avoid cutting down trees or removing branches by adjusting the siting of overlay, spectator movement or transport routes.

Allocate 'safe corridors' for sporting activities and spectator movement to allow for a vegetation buffer between important areas for biodiversity, areas vulnerable to damage (eg shorelines, riverbanks) and event activities (spectator corridors on a race route, along a trail or in mountains).

Have a bad weather plan (cover pathways with permeable structure, geotextile or gravel, prevent trampling of ground other than proper pathways etc.).

Create obstacles or use existing areas of dense vegetation as natural buffers or barriers to avoid harm to sensitive areas.

Identify and restore any natural areas that have been damaged during the event as quickly as possible. For example, trampled vegetation.

Use local native species to restore damaged areas and re-create lost wildlife habitat. In many cases, trampled or minimally disturbed vegetation cover will recover on its own and in some cases, disturbance can help maintain plant diversity.

Clear areas for dedicated use and carry out construction and set-up activities outside sensitive periods (eg breeding, moulting or nesting) where feasible.

Minimise light pollution within, and spreading from, overlay areas.

Remove all overlay as soon as possible after the event, taking care not to cause damage beyond the setting up disturbance area.

## VENUE AND OVERLAY CHECKLIST (PART 4/5)

### PREVENT SOIL EROSION AND COMPACTION

Design the layout of overlay to avoid the need to move or landscape soils.

Use hardstanding for access wherever possible to minimise erosion and compaction.

Avoid using asphalt when building trails for an event and use gravel or geotextile paths.

Use permeable geotextiles or geofabric if the venue's surfaces are waterlogged or prone to erosion.

Use materials in overlay which can be readily removed and reused or recycled, contain no chemicals that are toxic or hazardous to wildlife, and generate minimum waste.

After the event, rehabilitate any eroded or compacted soils both structurally and in terms of soil biota. Compacted soils can be loosened and aerated to allow plant cover to re-establish. Physical methods, such as tillage, should be used rather than chemicals (eg fertiliser) to repair damage and restore vegetation.

### POLLUTION

Clean up natural areas affected by any accidental spill of toxic or hazardous material immediately. Remove contaminated soils, dispose of them at licensed facilities, and revegetate affected areas as soon as it is safe to do so.

Avoid storing any toxic or hazardous chemicals, oils and fuels on site.

Avoid or limit the use of salt, dyes or paints to mark competition or spectator routes.

Avoid using chemicals that are toxic to wildlife wherever less damaging alternatives exist. Seek eco-friendly options and ensure that any chemicals used are biodegradable within a short time span.

Provide easy access to emergency clean-up kits and establish roles and procedures for responding to accidental waste spills (ie for containing the spill, removing contaminated materials, and restoring or repairing polluted areas). Kits must be suitable to all potentially toxic or hazardous waste relevant to the event (chemicals, fuels etc).

Prohibit the use of fireworks, balloons and sky lanterns at outdoor events in natural landscapes or close to important or protected areas for biodiversity and to prevent harm to wildlife.

Remove all toxic or harmful chemicals used by different service providers during the sports event from the site as soon after the event as possible.

## VENUE AND OVERLAY CHECKLIST (PART 5/5)

### OUTDOOR SPECTATOR MANAGEMENT

Brief stewards and volunteers before the event to ensure they are fully informed about the need for spectators to stay away from marked 'no go' areas to avoid trampling of vegetation and loss of habitat.

Ensure that spectators do not access, trample or otherwise damage vegetation in 'no go' areas or important areas for biodiversity.

Brief stewards and volunteers before the event to ensure they have all information necessary to inform spectators about 'dos and don'ts' (eg avoiding marked 'no go' areas, refraining from the removal of wild animals or plants, the discarding of waste in the natural environment, and the feeding of wild animals).

Use signs, information boards and clear route marking to guide spectators along approved routes and keep them away from important habitat, wildlife that is sensitive to noise and disturbance, and known breeding or nesting sites.

Use signage and information materials to help foster an interest in the event's natural environment and its biodiversity. Explain any restrictions on access or behaviour.

Ensure there is no interference with or removal of temporary barriers, cables, wires or fencing erected to manage spectators and prevent movement into important areas for biodiversity.

Prohibit the feeding of wild animals by spectators, supported by appropriate consequences or penalties for offenders.

Guide spectators away from areas that are prone to erosion (eg riverbanks, shorelines and steep slopes) to avoid moving sediments into freshwater ecosystems and degrading habitat.

### NOISE POLLUTION

Locate sound systems away from habitats of wild animals known to be noise-sensitive, particularly protected or threatened species.

Identify and implement ways to minimise noise pollution within and spreading from the venue. Erect sound barriers where significant noise or vibration is expected (eg from spectator crowds or the event itself) close to habitats of noise-sensitive or threatened wild animals, while ensuring that these barriers do not interfere with their movement.

Prohibit the use of fireworks near protected areas, areas known to provide habitat for threatened or protected wild animals including roosting or nesting sites for birds.

Restrict the volume on PSA systems, use sound-damping systems where necessary to reduce noise impacts, or reduce the volume on speakers close to habitats of noise-sensitive, threatened or protected animals.

Remove all sound systems as soon as possible after the sports event.

## SUSTAINABLE SOURCING CHECKLIST (PART 1/3)

### SOURCING / PROCUREMENT STRATEGY

Ensure sustainable procurement principles are applied at all stages of the procurement process:

Buy less: Be strict about quantities and assessing the absolute necessity for a purchase



Buy second-hand: Doing this will give extra life to something originally procured by someone else



Specify items containing recycled content / secondary materials: including secondary materials avoids making something entirely from virgin materials.



Hire rather than buy: If you rent goods and equipment just for the period you need them and then return to the rental company, your carbon footprint only has to account for the fraction of the lifespan the item(s) are in your possession



Share equipment and other goods: can you partner with other organisations to spread the cost of ownership of certain items and use them as a shared resource? Collective purchasing power can make low- carbon choices more feasible.



Adopt a sustainable sourcing policy that sets out environmental, social responsibility and local economy standards that suppliers are expected to meet. Communicate the requirements to your potential suppliers and publish them on your website.



Ensure sustainability requirements are written into contracts and that contractors and suppliers fully understand their legal obligations. Make climate and social related targets and performance a contractual obligation.



Provide staff with training on sustainable procurement principles.



Work with suppliers that have signed up to the UN Global Compact or have implemented Environmental and Sustainability policies. Where this is not possible, support suppliers to adopt more sustainable practices and take action within their own supply chains.



Identify categories of goods and services which contribute most to your organisation's greenhouse gas emissions (ie carbon footprint). This should include consideration of embedded carbon associated with goods and services production.



Ensure biodiversity criteria are stated in priority spend categories, including requirements for eco-friendly behaviour to promote best practice in supply chains.



Estimate, as accurately as possible, the quantities of the various resources needed.



Prepare a weighting grid with the different criteria for final selection (financial, operational, environmental, social, etc.).



Promote best practice and innovation in your supply chain to increase the availability and effectiveness of sustainable products and services.



## SUSTAINABLE SOURCING CHECKLIST (PART 2/3)

### SUSTAINABLE PRODUCTS AND SERVICES

Be aware of the packaging of items ordered and ask to limit packaging. Procure goods and services that minimise waste generation and ensure there are clear requirements for handling or taking back packaging and for post-event disposal of items (return, reuse, repurposing, recycling, donation etc.).



Choose local suppliers to limit material transportation and provide faster after-sales service.



When looking to purchase, select products and services that have a significant positive environmental, social and/or financial impact.



Focus on materials with a low environmental impact, and that are renewable and recyclable, such as wood. In particular local 100% FSC certified wood, 100% consumer FSC recycled, and chlorine-free paper/cardboard, natural textile fibre (cotton, hemp, linen) that is produced sustainably. Some recycled content must be incorporated if synthetic textile is used.



Focus on FairTrade products (Max Havelaar or equivalent) that guarantee fairer remuneration for producers and working conditions that respect fundamental workers' human rights.



Never use materials from plants or animals on the IUCN Red List of Threatened Species or any species covered under CITES.



Avoid the use of materials or products from threatened plant or animal species or from environmentally sensitive regions, eg limit the use of tropical hardwoods and virgin wood.



Stipulate in all contracts that sourcing natural materials must be undertaken strictly according to applicable laws and international conventions. The supply of plant and animal products must not involve poaching or illegally removing wild animals or plants.



Use natural resources harvested sustainably, preferably certified, and from local areas where possible—select contractors who use locally sourced materials and products.



Encourage redesign of products to reduce the amount of material needed or substitute materials or processes with those that are less energy-intensive to produce or deplete less non-renewable resources.



## SUSTAINABLE SOURCING CHECKLIST (PART 3/3)

### THINK LOCAL

Give local suppliers opportunities to provide goods and services, and contribute to local supplier development where possible.

Promote community development as part of sourcing activities and decisions, including consideration to the economic and social impacts in the local community. Analyse the impact of sourcing decisions on employment creation and poverty alleviation.

Explore opportunities for participation of small and medium-sized enterprises (SMEs), non-profit social enterprises, women-owned and minority ethnic businesses and young entrepreneurs in your organisation's value chain.

Consider participation in local and national skills development programmes, including apprenticeship programmes, programmes focused on disadvantaged groups and skills recognition schemes.

### WORKERS

Ask suppliers and partners to confirm that they meet relevant human rights legislation and have made a public policy commitment to respect internationally recognised human rights standards.

Ensure that core labour rights are upheld by suppliers and partners, such as freedom of association and collective bargaining, no forced labour, equal opportunities and non-discrimination, fair employment practices and social protection, health and safety and no child labour.

Require suppliers/partners to take appropriate steps to create a safe and secure working environment for all workers in their supply chains.

Encourage suppliers/partners to take appropriate steps to create an inclusive environment and protect their employees against discrimination by others.

### FOOD AND DRINK

Ask suppliers to provide seasonal food and locally grown vegetables.

Demand food and beverages that are produced sustainably. You can request organic and/or fair trade labels. Sustainability product labels for food and drinks material include Organic, Fairtrade, UTZ Certified, Rainforest Alliance, etc. The [Standards Map](#) website provides more food standards.

## FOOD AND BEVERAGE CHECKLIST (PART 1/2)

### STRATEGY

Adopt a charter for stand owners for sustainable catering and distribute it widely.

Engage with suppliers, discuss sustainability goals in advance, provide guidelines and include in contracts.

Look for food and beverage providers whose practices are in line with sustainable catering, such as:

Sourcing produce from local suppliers to minimise transport impacts

Using seasonal products

Using certified products (organic, FairTrade, non-GMO etc.)

Providing vegetarian and meat-free options

Considering animal welfare and environmentally responsible agriculture

Avoiding food listed in IUCN red list of endangered species

Selecting materials and products with maximum recycled content to minimise the demand for natural resources

In the spirit of inclusion, invite catering providers from local ethnic communities to provide a more diverse menu and food options compliant with different religious beliefs.

Provide visible locations with preferential conditions for sustainable food and beverage providers.

Engage with local breweries, artisanal producers, and grocery suppliers. Compile and distribute a list of local producers and suppliers that can provide seasonal, craft, or organic products to stallholders.

Collect data on food and beverage catering operations provided at the event for sustainability reporting.

Communicate the sustainable food and beverage offering to the public to raise awareness and facilitate wider acceptance. Promote your efforts and those of the stand owners.

### FISH AND SHELLFISH

Fish and shellfish should not include species listed on the Convention on International Trade in Endangered Species (CITES) or the International Union for Conservation of Nature (IUCN) Red List as Critically Endangered, Endangered, Vulnerable or Near Threatened.

Wherever possible, all wild-caught and farmed fish and shellfish should come from independently certified sources (eg Marine Stewardship Council or Aquaculture Stewardship Council certified sources) or from sources that have made a public commitment to become certified within an agreed timescale (eg Fishery Improvement Project).



## FOOD AND BEVERAGE CHECKLIST (PART 2/2)

### DRINKS

Promote locally produced beverages that significantly reduce the impact of transport, which is crucial for glass packaging.

Serve drinks on tap or choose those packaged in cans or glass rather than plastic.

Ensure beverage suppliers provide plastic-free options before signing contracts.

Provide drinking water fountains and encourage spectators to bring refillable bottles to avoid them resorting to single use plastic water bottles.

Introduce a reusable cup system. A typical restaurant or bar system may work best with glasses collected and washed before reuse for hospitality zones. In other situations, a deposit or refund system may be better.

### FOOD WASTE

Minimise food waste by matching supply with the expected number of people attending.

Establish food waste reduction targets in supplier contracts and actively monitor and report to stakeholders.

Encourage caterers to include on-demand/live cooking counters.

Collect data and report on the amount of food waste generated and where it goes for event sustainability reporting.

Redistribute edible surplus food to workforce or community programmes and ensure no food waste is sent directly to landfill.

Compost organic waste in locally available facilities.

### PROTECT NATURE AND BIODIVERSITY

Avoid parking heavy vehicles underneath or close to mature trees where they can damage surface roots.

Ensure that vendor vehicles use hardstanding where possible, and all vehicles stick to existing roads and tracks when delivering supplies.

Get vendors to commit to disposing of all solid waste in bins provided at the event to allow separation and processing through different channels.

Ensure food products and waste are stored properly to prevent access by wild animals. Use wildlife-proof bins.

Store waste oil from catering in closed containers either for reuse or safe disposal. Oil used in food preparation should be reused following health and safety standards.

## ACCOMMODATION CHECKLIST (PART 1/1)

### LOCATION

Find accommodation near the event or located in close proximity to public transport connections.

### ECO-CERTIFIED ACCOMMODATION

Make it your policy to only book certified 'green' or eco-certified accommodation. There are many independent certification systems in place recognised by the Global Sustainable Tourism Council (GSTC) or other organisations (as below).

- Green Globe
- TripAdvisor Green Leaders
- Green Growth 2050
- Rainforest Alliance
- Green Seal
- Travelife Sustainability System
- Green Key
- Green Key Global
- Green Tourism Active EU Ecolabel or Eco Flower
- European Ecotourism Labelling Standard (EETLS)
- Chile Sistema de Distinción en Turismo Sostenable – Chile
- Ecotourism Ireland Certification Programme
- European Ecotourism Labeling Standard (EETLS)
- Fair Trade Tourism – South Africa
- GREAT Green Deal Certification Program – Central America
- Green Star Hotel Certificate – Egypt
- Hoteles + Verdes (AHT) – Argentina
- Japan Environmentally Sustainable Accommodations International Standard (ESAIS)

### SUSTAINABLE ACCOMMODATION

Look for establishments that prioritise sustainability across their operations and have implemented an environmental or sustainability policy to improve performance on water usage, GHG emissions, energy efficiency and waste management. This information will usually be stated on individual or group websites.

Choose hotels and accommodation that purchase or produce 100% renewable energy.

Select accommodation providers with catering services that promote the use of local and seasonal ingredients.

Seek socially responsible hotels (salary level, gender equity, training, adequate checks on illegal workers, etc.)

Choose accommodation that has a sustainable procurement policy (buys local, certified products) and uses eco-labelled 100% biodegradable cleaning products.

Other sustainability criteria to consider include:

Promoting the re-use of sheets and towels for energy and water-saving reasons

Using water-saving and water recycling devices (tap and shower flow regulators, dual flush toilets etc)

Avoiding small sachet packets of shampoo, soap, sugar, salt, coffee, etc

Providing energy-efficient solutions (presence-controlled lighting systems, energy-efficient light bulbs, low energy mini-bar)

Providing a key card linked to energy appliances, so lights and appliances switch off when people leave the room

Actively enhancing local cultural heritage.

### PUBLIC ACCOMMODATION

Establish partnerships with other sustainable accommodation providers near the event and advertise them on the event's website to favour these places.

Promote accommodation that provides bike storage, facilities for cyclists or bicycles for guest use.

## DIVERSITY AND INCLUSION CHECKLIST (PART 1/2)

### PROVIDE A BARRIER-FREE EVENT

Partner with local associations for people with disabilities to bring external expertise into event planning.

Try to select sites and venues that are barrier-free (eg wheelchair accessible) in locations accessible for all transportation modes.

Provide suitable storage and transportation for handcycles, recumbent bicycles, or tricycles, which allow people with disabilities to travel to cycling events in a low carbon way.

Volunteers and staff should receive disability-awareness / confidence training, which should ideally be provided by people with disabilities who can draw on their first-hand experience. It should also be clarified that some impairments may not be obvious. Make sure any training is regularly reviewed and updated.

Make information about accessibility or venue facilities available through the event's website, app or other communications so that spectators with disabilities can make an informed decision about whether they can attend the cycling event. The information should focus not only on the event venue and location, but also on other information that they might find helpful, such as distance from local parking, the gradient of pavements, distance from coach drop off points, etc. Provide an email address to respond to accessibility questions.

Ensure adequate provision of accessible portable toilets at outdoor locations.

For ticketed cycling events, consider making tickets with provision for people with disabilities and their carers as easily available for purchase online as they are for other spectators. Provide a specific contact number for customers with disabilities, making it easier for them to call should they need to.

Consider providing spectator seating for people with disabilities that allows them to sit with family and friends. Where there are allocated wheelchair user places, adequate space should be provided to allow for more than one carer.

Consider alternative solutions to transport barriers that may prevent spectators with disabilities from attending. Event organisers can partner with local transport providers to ensure that people are not discouraged by transport and parking limitations.

Provide wheelchair parking spaces close to entrances and wheelchair-accessible toilet facilities that include reachable sinks, taps, soap, and towel dispensers.

Ensure your security and emergency evacuation plan takes into account people with disabilities and provides suitable escape routes.

Provide a sign language interpreter and make audio guiding available at cycling events.

Offer assistance for spectators with visual impairment. Have braille and large print signs or maps, making it accessible for blind and visually impaired people to read and access. It is also important that this is in plain text (with no arrows or graphics), as it is easier for blind and visually impaired people to read. They should also be in the same places on doors, so they are easy to find, especially for people relying on braille.

Negative and abusive attitudes and behaviour towards spectators with disabilities should not be tolerated. Event staff and security should be trained to recognise negative attitudes and be supported to take action where appropriate.

## DIVERSITY AND INCLUSION CHECKLIST (PART 2/2)

### ENSURE INCLUSIVENESS FOR ALL

Advertise on different platforms to attract spectators or find volunteers and staff from diverse backgrounds.

Ensure gender-neutral written messaging and consider multilingualism on the event's website and speaker announcements.

When selecting food vendors or catering options, consider possible dietary requirements and serving practices of event participants or spectators (Halal or Kosher foods, vegetarian or vegan, common food allergies, diabetes, blood pressure, etc).

Offer special days or packages for underprivileged individuals. Partner with local organisations that support marginalised communities (refugees, asylum seekers) and provide opportunities to be involved in the event.

### INVOLVE THE LOCAL COMMUNITY

Create opportunities to involve local youth, senior citizens and sports clubs as volunteers.

For ticketed cycling events, consider a pricing policy with packages that allow all local community members, families and children to attend the event.

Raise awareness of the event locally; build cooperation with local institutions such as schools or associations.

Use the event to promote cross-cultural understanding and integration of people with an immigrant background.

Incorporate Cycling for All activities and promote them widely in conjunction with the event. See the Cycling Side Event section for more details on how to do this.

## CYCLING FOR ALL CHECKLIST (PART 1/3)

Hosting sports events provides an opportunity to advocate and promote Cycling for All through side events. For a complete guide on how to do this, please consult the [UCI's Cycling for All Side Events Toolkit](#).

### PROVIDE A BARRIER-FREE EVENT

Partner with local associations for people with disabilities to bring external expertise into event planning.

Identify specific goals or ambitions for cycling side events such as:

- Promoting cycling in all its forms
  - Riding to work or school
  - Promoting physical activity and healthy lifestyles
  - Encouraging competitive cycling participation
  - Raising awareness for environmental concerns
  - Promoting cycle tourism in the area
- 

Establish what equipment needs to be sourced for the event (ie children's bikes for a child training session or race), and what the liability implications are for the public to bring their own bikes

Locate the event to ensure maximum participation of target groups. If planned in the days before or after an elite sporting event, local residents may be prepared to travel to the side event. However, if taking place alongside the main event, the side event should be situated so that residents and visiting spectators can access these activities.

### MESSAGING AND TARGET GROUPS

Have a coherent focus for side event messaging. An event could centre on core issues related to cycling, such as road safety or air pollution, or focus on wider global objectives such as achieving the UN Sustainable Development Goals (SDGs).

Tailor Cycling for All events to target specific population groups to promote more cycling amongst different population groups.

Avoid overly competitive elements or messaging which may discourage people new to cycling from trying out an activity.

Display and communicate information related to wider cycling programmes in the event region/location.

Link Cycling for All events to localised issues or the opening of new cycling infrastructure to create a stronger connection between the host region and wider event.

Utilise messaging and design assets from the main sporting event to develop communication materials for the Cycling for All side event to create a coherent identity in the overall delivery.

Adapt messaging to consider different audiences attracted to a Cycling for All event (eg families, the elderly, recreational cyclists), while still maintaining a continuity of vision and branding.

## CYCLING FOR ALL CHECKLIST (PART 2/3)

### SIDE EVENT INSPIRATION

#### Activity areas for children

Provide a closed-off area where children can participate in organised races in a fun and protected setting.



#### Open race areas to the public

Allow families and children to ride together on a closed route and within a safe environment on the same roads and circuits as the elite athletes.



#### Educational Workshops

Organise workshops and public gatherings where information about cycling is provided (such as bike handling skills and bicycle maintenance) and use side events as an opportunity to provide wider information on the personal (skills, health, etc.), local (congestion, active mobility) and global (economy, climate change, etc.) benefits of more cycling.



#### Cycling Skills Training

Provide an area where various age groups, such as children and teenagers, can receive tailored cycle training. This can be basic bike handling skills, road safety education or discipline-specific training (such as cyclo-cross or BMX). For adults, training on road safety or bike to work tips can be provided, in addition to demonstration areas for e-bikes or new mobility concepts.



#### Travel by Bike Initiatives

Promote travel to the event by bike or via a combination of public transport and bike. This will reduce the local impact of hosting the sporting event in terms of congestion and localised pollution and reinforce the image of the bicycle as a sustainable mode of transport.



#### Sustainability and Environmental Campaigns

Integrate the event into wider local actions to promote sustainable transport and environmental management—information on the positive environmental (individual and societal) benefits of cycling.



#### Tourism and Regional Development

Highlight the local roads, tracks and trails used in cycling races via an online tourism portal, tourism displays in spectator and fan zones, and links to local government and regional tourism boards/agencies to support legacy cycle tourism routes.



#### Closed Street / Car Free Days

Close a street (or other public space) to create an area where cycling and/or other sports or cultural activities can take place, in collaboration with governmental actors (police, local authorities) and applying effective management of road closures.



### PARTNERSHIPS

Seek participation and collaboration with local or national bodies active in transport, the environment or public health issues, including, National Federations, cycling clubs, schools and youth clubs, local government and public agencies in the areas of public health, transportation or education.



Engage with existing or new event sponsors with a clear sustainability strategy or related ambitions that a Cycling for All side event may support.



## CYCLING FOR ALL CHECKLIST (PART 3/3)

### LIABILITY AND RISK

Consider participant safety and comfort and ensure all applicable local traffic and/or safety rules are followed.

Complete a risk assessment exercise to identify potential concerns and design the event accordingly.

Ensure all participants wear any required safety equipment either provided by the event organiser or brought along to the event.

Make medical assistance available, as appropriate for the event, with any potential liability for personal injury assessed in advance.

Ensure the appropriate number of trained staff are engaged to manage the event.

Consider issues related to staff welfare and safeguarding during the event planning phase.

### ALIGN CYCLING FOR ALL EVENTS WITH LOCAL AND NATIONAL POLICIES

Take account of local priorities or topics associated with cycling promotion, such as active lifestyles or regional tourism.

Work towards wider external ambitions - for instance, is there a national cycling strategy in place? Can the event contribute to meeting some of the goals within this strategy?

Help deliver on legacy ambitions by engaging and involving spectators, locals and visitors during events.

### FINANCE AND BUDGET

Establish the funding model early in the event's design. Cycling for All events can attract a public subsidy or funding. A self-funding model may be adopted, or a sponsor may be sought.

Model the wider economic benefits the hosting of this event may generate. Put a figure on the added value to public health or regional tourism that will result from more people cycling or increasing their physical activity.

### MONITOR IMPACT

Capture participation numbers, alongside statistics such as additional event visitors at the race, average visitor spend, enhanced engagement with the wider event or sponsor. Generate data for a post-event report to ensure that key learnings are documented and subsequently shared with project partners.

If participants provided an e-mail address during the registration process for participation in the side event, consider contacting them with a short survey, through which they can give feedback.

Engage with stakeholders, sponsors and governmental partners to receive feedback on the organisation of the side event.

Attempt to measure engagement with the side event, either on social media (including posts that mention, tag or share photos of the event) or through visitor numbers on the day.

Assess whether the side event contributed to the race legacy or sustainability ambitions.

# 06 ADVOCACY CHECKLISTS

## CYCLING TO WORK CHECKLIST (PART 1/2)

### What are the benefits of cycling to work?

All workplaces, starting with cycling organisations, can promote the growth of active and sustainable mobility by promoting cycling to work amongst their employees. Studies have shown that cycling regularly improves mental and physical health, and increases employee morale.

The [Cycling Friendly Employer Certification](#) – originally developed by the EU Bike2Work project and expanded via the Cycle-Friendly Employer Consortium – provides companies with an additional incentive to promote a more sustainable form of commuting amongst their staff. The summary below provides an overview of steps that can be taken to integrate cycling to work into your employees' daily routine – for a more detailed list of actions, please consult the full list of measures [here](#).

British Cycling has also developed a series of *Commute Smart* videos – to help employees build confidence to cycle to work - which can be accessed [here](#).

### COORDINATION

Identify and recognise an employee as the workplace cycling coordinator.

Develop a company-wide mobility strategy by conducting a survey of transport-related conditions and mobility behaviours, in order to set objectives for behaviour change and increased cycling to work. This policy should consider how your employees travel and how they can both minimise their impact on the environment and maximise their health benefits.

Provide financial support for the promotion of bicycle transport, which may include:

- Company bicycles at a reduced price
  - Subsidies for the purchase and/or maintenance of bicycles
  - Discounts and vouchers for local bike shops
  - Subsidies for the combined use of public transport and bicycles
- 

Use bicycles, cargo bikes or bicycle trailers for internal logistics, and support cycle-based logistics for external deliveries of goods

### SERVICES TO EMPLOYEES

Consider offering a refresher cycling skills course for employees returning to cycling or willing to develop skills to ride in traffic.

Offer bicycle maintenance opportunities, including the provision of skills training and accessible tools.

Organise test days for different types of bicycles, including e-bikes.

Consider having a fleet of cycles available for use by staff during work hours, which could be used for local meetings, travel between sites or lunchtime errands. This may also include folding bikes, cargo bikes and bike trailers.

Contact local bicycle dealers and shops to negotiate price reductions for your employees.



## CYCLING TO WORK CHECKLIST (PART 2/2)

### COMMUNICATION AND MOTIVATION

Create a planned calendar of cycling events and content to be shared with all employees.

Participate in regional/national events such as the annual "Bike to Work" campaign.

Create internal extensions of "Bike to Work" campaigns by organising friendly competitions between departments to see who can get most people commuting by bike, or by producing a leader board for various cycling related activities.

Promote measures to reward employees for cycling to work across the entire organisation.

Organise bicycle tours and rides for staff members, and support the creation of a cycling group at work.

Develop a bike mentorship system - pairing an experienced bike commuter with a beginner – which can provide guidance on safe and practical cycling routes, as well as recommended behaviours and skills.

Communicate regularly with staff, using both digital communications and internal touchpoints such as posters in common spaces, discussions in staff meetings, and your corporate communications channels.

Find out if your workplace is located an area where cycling is promoted and supported by the local authority, as it may offer local opportunities for cycle skills and maintenance training which could be shared with employees.

Provide detailed information to new staff or those switching to cycling, including elements such as maps, bicycle infrastructures, internal funding schemes, safe behaviours and basic bicycle maintenance.

### FACILITIES

Provide safe, secure and convenient cycle parking facilities, which:

- Are closer or as close as the nearest available car parking, with adequate security, are in public view and are lit at night.
- Accommodate several bike types, including adapted cycles, cargo bikes, and wider bikes that have panniers attached.
- Cater for both existing and potential demand.
- Are well-maintained on a regular basis.

Provide appropriate changing facilities, including showers and locker rooms, and ensure proper signage allows new bike commuters to locate them.

### PARKING MANAGEMENT

Consider measures restricting car traffic, such as paid car parking, or transforming certain spaces into bicycle parking facilities and/or green spaces.

Use revenues from parking management to finance measures that support sustainable means of transport

### CUSTOMER/VISITOR/GUEST TRAFFIC

Develop a bike mentorship system - pairing an experienced bike commuter with a beginner – which can provide guidance on safe and practical cycling routes, as well as recommended behaviours and skills.

Communicate regularly with staff, using both digital communications and internal touchpoints such as posters in common spaces, discussions in staff meetings, and your corporate communications channels.

Find out if your workplace is located an area where cycling is promoted and supported by the local authority, as it may offer local opportunities for cycle skills and maintenance training which could be shared with employees.

## ACTIVE MOBILITY AT EVENTS CHECKLIST (PART 1/4)

### How can the cycling family promote active travel through its events?

The [European Healthy Stadia Network \(Healthy Stadia\)](#) supports professional sports clubs, their community trusts or foundations, stadia operators and governing bodies of sport to develop health promoting policies and practices at stadia that contribute to improved levels of public health amongst fans, stadia workforces and local communities. According to Healthy Stadia: “active travel involves travelling to a destination by physically active means, such as walking and cycling. Encouraging spectators to cycle and walk to sporting events will help to increase their activity levels, whilst reducing the number of private vehicles on the roads – helping to lower congestion and emissions.”

Sports organisations have a lot to gain from encouraging active travel to their venues and events, including a healthier fan-base, a more active workforce which takes less sick leave, through to less pressure on car parking spaces, improved air quality around their event and an enhanced social responsibility profile.

For more detailed information on this topic, we encourage you to consult the complete [Active Travel Guidance 2.0](#) developed by Healthy Stadia.

#### STAKEHOLDER ENGAGEMENT AND CONSULTATION

Ensuring successful stakeholder engagement that meets the ABC requirements – Accessible, Broad, Clear - and uses suitable communication tools.

Undertake a stakeholder mapping exercise to ensure you are consulting with everyone who will be impacted.

For fans:

- Consult with fans regarding existing event day transportation and walking and cycling infrastructure
- Assess demand for walking and cycling
- Identify barriers to walking and cycling (e.g., lack of infrastructure, safety concerns etc.)
- Discuss how walking and cycling can be promoted and the best communications channels to do this
- Discuss how walking and cycling can be incentivised (e.g. discounts on tickets and merchandise, reward schemes)

For walking and cycling groups:

- Discuss the potential of promoting cycling to your stadium with experienced local cyclists and/or local cycling groups and consult with them regarding concerns and opportunities

For local government/municipality:

- Establish what help and support may be offered to promote/encourage walking and cycling (time/ financial/ consultancy support)
- Identify which departments and individuals can offer support
- Discuss how promoting walking and cycling to the stadium can support physical activity/ transport/ public health objectives

For emergency services:

- Discuss any safety or security concerns that police, fire, or ambulance services may have in terms of promoting walking and cycling on event days

## ACTIVE MOBILITY AT EVENTS CHECKLIST (PART 2/4)

### STAKEHOLDER ENGAGEMENT AND CONSULTATION

For residents:

- Consult with residents regarding existing matchday transportation
- Discuss the benefits and potential downsides of promoting active travel

For venue operations and security:

- Consult with internal teams regarding barriers and facilitators to promoting walking and cycling (eg suitable signage within venue footprint & maps)
- Discuss training requirements for event security, stewards and fan liaison services to assist fans on an event day, and ensure the safety of bicycles during the event

For transport providers:

- Liaise with public transport providers on how the use of buses, trains and trams can be integrated into your overall transportation strategy and how they can contribute to your walking and cycling objectives
- Liaise with city bike schemes on the installation of locking bays near the stadium

### ROUTE SELECTION PROCESS

When identifying a potential route, it should be considered against the principles below to ensure the route can safely and efficiently cater for anticipated levels of walking and cycling on the day of a sporting event:

- Directness: The greater the route length, the less appealing it will be to fans.
- Gradient: The flatter the route, the more likely it will be used.
- Safety: Prioritising low traffic volumes, segregated and protected routes, and lighting.
- Connectivity: Enabling links to other adjacent walking and cycling routes from city centre locations and public transport hubs.
- Comfort: Considering space allocated for walking and cycling, and the quality of the surface material.
- Legibility: Providing signage that is consistent, regular, and easy to understand so those walking and cycling will know intuitively how to navigate a route.

### NAVIGATION AND TECHNOLOGY

To optimise walking and cycling routes for fans, use data from mapping apps to ascertain the most likely routes fans will use on foot and by bicycle from key landmarks, transport hubs and other key town/city centre locations, and design their active travel promotions around these routes.

When promoting walking and cycling to your fans and other stakeholders, provide simple step-by-step instructions on how to use mobile applications to select a walking or cycling route to your venue.

### CYCLE PARKING, STREET FURNITURE AND OTHER INFRASTRUCTURE

Ensure sufficient and easily accessible cycle parking is available at your facilities/event to enable sports fans to cycle to events and to encourage workforces to use bicycles.

Ensure that cycle parking is accessible and can accommodate for different types of cycles.

## ACTIVE MOBILITY AT EVENTS CHECKLIST (PART 3/4)

### CYCLE PARKING, STREET FURNITURE AND OTHER INFRASTRUCTURE

Work in tandem with local municipalities and partner organisations, often in transport, to champion the installation of cycle parking to satisfy demand and link cycle parking with dedicated cycling routes.

Implement the following general principles for **spectator parking**:

- Security – cycle parking should be covered by CCTV to deter theft and/or vandalism
- Lighting – cycle parking should be well lit after dark to accommodate for evening events
- Weather – sheltered cycle parking can help protect bicycles from the elements
- Obstructions – cycle parking should not obstruct pedestrian or cycling routes and can should not be a hazard to blind and partially sighted individuals
- Size – cycle parking should be large enough to accommodate a full-size adult bicycle and should not obstruct nearby walking and cycling routes
- Distribution – cycle parking should be distributed evenly around facilities/stadia for easy access to all tribunes
- Separation – there should be separate cycle parking for staff and supporters
- Wayfinding – cycle parking should be well signposted
- Spacing – cycle stands require at least 1m clearance to walls, a clear space of 1m in front to enable the cycle to be wheeled into and out of position and at least 1m between stands for easy access

Implement the following general principles for **staff parking**:

- Staff entrance – cycle parking should ideally be close to staff entrances
- Showers – staff should be able to easily access shower and changing facilities near to cycle parking
- Lockers – staff should have access to lockers to enable them to store cycling clothing, helmets etc, securely
- Repair kits – having access to repair kits and a foot/electric pump to change tyre pressure provides additional support for staff

Ensure adequate cycle parking to meet demand including additional capacity to allow for growth in cycling: a baseline assessment will be necessary to ascertain the quantity of cycle parking needed.

### SIGNAGE, ROAD MARKINGS AND WAYFINDING

Ensure good quality, well-placed and clear bilingual signage (English language and national language) to enable supporters to find the most direct route to the event and their gate.

Place maps of the local area with clearly marked routes at major public transport hubs, along walking and cycling routes and at facilities/stadia.

### INTEGRATION WITH PUBLIC TRANSPORT

For longer travel distances, promote multi-modal travel which may involve two or more types of transportation. Multi-modal journeys may include walking, cycling and various types of public transport such as buses, trains, and metro lines.

Work with local government, municipalities, and public transport providers to improve directional signage for walking and cycling to your stadium, particularly from 'hub' locations such as train stations and include your stadium and directions on key maps and leaflets.

## ACTIVE MOBILITY AT EVENTS CHECKLIST (PART 4/4)

### INTEGRATION WITH PUBLIC TRANSPORT

Work with local transport providers to allow fans to access national railways and local public transport for free or at discounted rates with a valid match ticket.

Work with local transport providers to improve covered cycle parking at train and metro stations, allowing fans to cycle to the station and then jump on a train to the stadium.

### HEALTH, SAFETY AND SECURITY

Ensure walking and cycling routes are safe and that fans know they are safe.

Advise those wishing to walk or cycle to your stadium to take a route that is direct, but that is also safe.

Ensure walking and cycling routes are well lit.

### TOWN PLANNING

Ensure clean, accessible, and safe toilets are available to all users along cycling and walking routes to the event

Litter bins should appear regularly along any active travel route, should be easily identified and located where they are more likely to be used.

Choose and develop active travel routes that are lined by trees and shrubs to provide shade and cooler air in hotter climates, helping to prevent dehydration and shelter from wet weather during the winter months.

### PROMOTING ACTIVE TRAVEL

Promote active travel via official event/club/venue communications channels; this can include websites and webpages, social media posts, internal and external newsletters, upon purchase of an event ticket and through mobile applications.

Communications should include:

- Maps of the different routes and written directions
- The distance of these routes and how long it takes to travel between two points
- Which signage to look out for along these routes and what the signage means
- The location of cycle parking facilities and the quantity at each location
- Any hazards that users should be aware of such as heavy traffic or icy patches in the winter months

### MONITORING AND EVALUATION

Collect data on usage of active travel routes, cycle parking facilities and time of arrival, amongst other measures, to build an accurate picture of how fans and staff are accessing their venue on foot and by bicycle

Consider user satisfaction in any monitoring and evaluation plan to ensure what you are doing is benefitting supporters, and potentially other stakeholder groups

Use collected data to analyse the impact of your project or programme and demonstrate progress towards the stated outcomes. The analysis should clearly communicate your findings, be accessible to a range of stakeholders and put forward further recommendations on how provision for active travel can be further improved.

## DIVERSITY CHAMPION'S CHECKLIST (PART 1/2)

### What is a diversity and inclusion champion?

This is a designated person who is an advocate for diversity and inclusion and provides a valuable resource to their Federation, Association or local cycling community/group. Acting as a champion will also deliver wider benefits to the cycling community by creating a more inclusive, diverse and supportive environment for all. The role of the champion is to actively promote diversity and inclusion and engage positively with others to create a cycling space that is welcoming and accessible to all.

### Why is this role important in cycling?

As noted by [Cycling UK](#) - a charitable membership organisation supporting cyclists and promoting bicycle use in the UK - the impact of COVID on cycling has brought many more people into the sport, attracting a more diverse range of groups, including families, and people who haven't ridden a bicycle for a long while or even at all. The demographic of cycling is changing constantly, and as a result they have developed a series of practical steps for organisations to follow in order to continue this momentum, whilst not leaving people behind.

For more information, please do not hesitate to consult Cycling UK's Diversity Champion's toolkit [here](#).

#### EDUCATE, CELEBRATE, COLLABORATE

##### Actively encourage conversations about diversity and question the way we do things

Engage with those from diverse backgrounds to find out what you could do differently.

Encourage others in your organisation to talk about diversity and inclusion, think about where there might be barriers, but also consider if you can create opportunities to welcome more diversity.

Ask questions about diversity and inclusion and help build this into your organisation's decision-making and planning at an early stage.

Make diversity and inclusion a standing item on the agenda for committee meetings.

Invite speakers with different lived experiences to hear their cycling stories.

Ask questions when a decision is to be made in case it could adversely affect a particular group.

##### Promote, Celebrate and Raise Awareness of Diversity and Inclusion Within your Network/Group

Learn from each other and others' lived experiences. Share inspirational stories and promote positive role models from diverse groups.

Mark a specific day to go for a ride that celebrates diversity, for example Mental Health Awareness Week, MS Awareness Day, Pride or International Women's Day.

Promote diversity through your advertising and branding - the more you see people like yourself, the more you will want to join in.

Write posts, blogs and newsletters that capture the first-hand experiences and diversity of riders.

## DIVERSITY CHAMPION'S CHECKLIST (PART 2/2)

### Promote, Celebrate and Raise Awareness of Diversity and Inclusion Within your Network/Group

- Identify which groups are underrepresented in your organisation.
- Collaborate with local organisations/charities to engage with the communities they represent.
- Find connections from within your organisation that may lead to opportunities for collaborating with partners.
- Organise a group specific ride or event that would encourage people from an identified underrepresented group to take part.
- Seek feedback from members and from local partners on how your organisation can improve its diversity of riders.
- Communicate your commitment to diversity and inclusion - have this as a rolling theme on your social media and communication channels.

### Promote, Celebrate and Raise Awareness of Diversity and Inclusion Within your Network/Group

- Live by your values and embed them into the role.
- Encourage others to model the same behaviours and set a positive standard.
- Attend a course on unconscious bias to help recognise it and identify how it can be removed.
- Collaborate with others who are also passionate about diversity by setting up a sub group, hosting an event, and/or an information sharing ride meeting.
- Take the lead and set a good example by contributing suggestions that lead to better inclusion. By starting the conversation, you will help give a voice to others.

### MANAGING YOUR EXPECTATIONS

- Set realistic goals in terms of what is achievable for you.
- Build your network around you and be supported by others.
- Lead by example and encourage everyone to champion diversity and inclusion in all of our work.

### SETTING BOUNDARIES

- If someone has a grievance or feels they have been unfairly treated, your organisation should have a Complaints or Grievance Policy. It is important that you refer the individual to the policy if he/she wishes to raise this grievance.
- Clarify the limitations of your role - that it is an educational and awareness raising role, rather than providing one-to-one support, and help signpost to the appropriate place for advice and guidance.

### CELEBRATE YOUR SUCCESSES

- Share your stories with the wider world, to help build a voice for others to do the same, through social media, articles, newsletters or by making a video.

# 07 ACKNOWLEDGEMENTS & REFERENCES

## ACKNOWLEDGEMENTS

The UCI is grateful for the assistance and contributions of the following organisations and individuals who have helped shape these guidelines:

International Olympic Committee (IOC)

United Nations Sports for Climate Action Framework (UNSCAF)

International Union for the Conservation of Nature (IUCN)

2023 UCI Cycling World Championships Organising Committee

Flanders 2021 UCI Road World Championships Organising Committee

WRC2020 Aigle - Martigny Organising Committee

USA Cycling

British Cycling

KNWU

Shimano

Team Qhubeka ASSOS

Abarca Sports

Val Di Sole Tourism Board

Newport City Council

Absa Cape Epic

Tour de Romandie

Shift Cycling Culture

European Healthy Stadia Network

Cycling UK

World Sailing

World Triathlon

Fédération Equestre Internationale (FEI)

International Ice Hockey Federation (IIHF)

UCI Advocacy and Mass Participation Events Commission

UCI Internal and External Sustainability Working Groups



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[Diversity, Equity & Inclusion Resources \(USA Cycling\)](#)  
[Diversity in Cycling – UK Report](#)  
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### ADVOCACY

[Cycling for All: Side Events Toolkit](#)  
[World Cycling Alliance](#)  
[European Cyclists' Federation](#)  
[We Are Cycling UK](#)  
[Healthy Stadia](#)

# 08 ABOUT THE UCI

Founded in 1900, the Union Cycliste Internationale (UCI) is the worldwide governing body for cycling. It develops and oversees cycling in all its forms and for all people, as a competitive sport, a healthy leisure activity and a sustainable means of transport, but also as a way to have fun. It represents, to sporting and public institutions alike, the interests of 197 National Federations, five Continental Confederations, more than 1,500 professional riders, a million licensed competitors, millions of cycling enthusiasts and two billion bicycle users.

The UCI manages and promotes cycling's eight disciplines: road, track, mountain bike, BMX Racing, BMX Freestyle, cyclo-cross, trials and indoor cycling. Five of these are featured on the Olympic Games programme (road, track, mountain bike, BMX Racing and BMX Freestyle), two in the Paralympic Games (road and track) and four in the Youth Olympic Games (road, mountain bike, BMX Racing and BMX Freestyle).

To encourage the global and equitable development of cycling, the UCI built the UCI World Cycling Centre (WCC) in Aigle (Switzerland) in 2002 which, as well as serving as the UCI headquarters, is a high-level training and education centre. Cycling is also more than just a sport – the use of the bicycle fulfils many functions outside the sporting sphere as a means of transport and leisure.

