

How to be an organiser – Road race

Before the day of the race, collect the suitcase etc. check that there are enough sign-on/lap sheets and that the stopwatches work. Make sure you know the course and where marshals are needed.

On the day of the race, get to the start at least 30 minutes (**ideally 40 minutes**) before the start time and allow riders to sign on. Collect £1 per rider if race is 25 miles **or over**. Allocate the marshals to their posts.

At least 10 minutes before the start of the race, distribute the numbers and confirm how long there is until the start. For handicap races, allocate the numbers based on the groups and tell the riders which group they are in and the gaps between groups.

On the start line, count the number of riders to check no-one is missing. Confirm the number of laps and remind the riders of any neutralised sections or hazards on the course.

After the start, start any riders doing the time **trial** at 1 minute intervals and record their times to the nearest second.

Use the bell to notify riders when they come through for their last lap.

At the finish you will need to give each rider a position and time to the nearest second. Riders finishing in a bunch are given the same time.

How to be an organiser – Time trial (incl. hill climb)

Before the day of the race, collect the suitcase etc. check that there are enough sign-on/**timing** sheets and that the stopwatches work. Make sure you know the course and where marshals are needed.

On the day of the race, get to the start at least 30 minutes (**ideally 40 minutes**) before the start time and allow riders to sign on. Collect £1 per rider if race is 25 miles **or over**. Allocate the marshals to their posts. Make sure the starter knows where the start is and when to start each rider. Put the large cone so that a rider on the line can hold it to balance, put the small cones in a line behind the large one.

Distribute the numbers and confirm how long there **is** until the first rider starts. Remind riders to watch out for traffic and indicate if necessary at any turns or junctions

One minute before the start of the race, **switch on the Power switches (first), start 2 stopwatches and lock the keys. Rider No 1 should start at one minute after the watches have been started.**

Go to the finish in plenty of time and record each rider's time to the **next whole** second. For Hill Climbs, record times to the **next tenth of a second**.

Once everyone has finished, return to the meeting point and read out everyone's time.

PLEASE DO NOT LEAVE THE CASE IN A HOT CAR – THE WATCHES WILL NOT PERFORM PROPERLY IF YOU DO SO.

AFTER THE RACE pass copies of the race result to both Allan Renyard and Phil Touzeau.

UNUSUAL INCIDENTS Any incidents should be reported immediately to either Allan Renyard, Mark Smith or Gary Wallbridge. Please ensure that one of these persons is made aware of the circumstances as soon as reasonably possible.