

# GVC Race Organisers Guide

## Road Race

The Race Organiser has the overall responsibility for the race both prior to the race and on race day.

The Race Organiser job is not complicated and if you follow this guide the race should be easy to organise.

There are several steps a race organiser must undertake prior to the race, on race day and after the race. Follow the Race Organiser Checklist to ensure that you don't miss anything.

The race organiser is also the referee of the race – any issues that develop during or after the race should be reported to the racing secretary or safety officer for further action.

### *Pre-Race*

If you have chosen or been assigned a Race Organiser Duty it is your responsibility to make sure that you have the Race Case prior to the race taking place.

Find out who organised the previous race and arrange to collect the case from them.

The race case contains all you will need to run the race including:

- Race Numbers & Pins
- Sign On Sheets
- Risk Assessments
- Member list
- Final lap bell
- Stop Watches
- First Aid Kit
- Marshall Jackets
- Pens

You will also need to collect the Marshalls Flags and Warning Signs.

When you collect the case, check that there is sufficient sign on sheets, marshal sign on sheets, the race numbers are all there and in numerical order, there are pins for the numbers and that the stop watches are functioning and have paper in them. If anything is missing contact the racing secretary.

Log onto Dutyman and complete the Marshall sign on form with the names and telephone numbers of all marshals. The racing secretary will have checked that there are the correct number of marshals and that they are still available to marshal.

## *Race Day*

Check the sign on time and start time of the race. You will need to be at the Race HQ about 15 minutes prior to sign on time. This will give you time to set up the sign on, get the numbers out and complete the Risk Assessment form.

Risk Assessment – As race organiser, it is your ultimate responsibility to ensure the Risk Assessment is completed and sign off. **NO RACING SHOULD START UNTIL THE RISK ASSESSMENT IS SIGNED OFF AS COMPLETE.** The course check can be carried out by the assistant organiser or another marshal, the FULL course should be checked prior to the race.

Ensure everyone signs on and has a number.

Ensure everyone who signs on is a club member by cross referencing the member list, any non club members must pay £5 to race (max 2 per season).

Ensure all Marshals have arrived and have signed on. Check they have phones with them and that you have their telephone number.

Give all Marshals a marshal Jacket and flag, brief the marshals about any peculiarities of that days race. Number of laps, what to do if there is an incident.

10 Minutes before the start of the race despatch Marshals to their points and give 10 minute warning to riders.

5 minutes before the start of the race give 5 minute warning and ask riders to start lining up in their groups.

Road races will most often start in the following groups (unless it's a scratch race where all riders start together)

Group 1 – Div 1

Group 2 – Div 2

Group 3 – Div 3

Group 4 – Ladies (if racing separately – combine with Div 3 if not)

Group 5 – Div 4

There may also be an under 16's TT which will start after the last group.

Brief riders on race distance and rules of racing and course safety. If the Course Check has identified any hazards brief the riders on these. You may need to brief each group. The Safety Officer may also undertake the race briefing.

Ensure the timing system is ready to start before starting the race. (Time keeper or Mark Smith will set up timing system)

Start the race.

### *During Race*

Although the timing system is reliable it's good practice to manually lap count and record riders position each lap in case of timing system failure.

You only need to record the riders numbers in the position they cross the line and the number of laps they have done.

Monitor the timing system to confirm number of laps completed and who is leading each division.

Tell riders how many laps remain each time they pass the line.

At the start of the last lap of each division ring the last lap bell.

If there are any DNF's (did not finish) these should be recorded.

Record the final positions of riders as they finish the race.

If there is a serious incident during the race the Organiser can Red Flag (Stop) the race.

Any complaints made should be passed onto the Racing Secretary or Safety Officer for further investigation and action.

### *After Race*

Stop the timing system.

Pass the results to the Racing Secretary and the Sign on Sheets to the Time Keeper.

Collect all numbers from riders/ensure all numbers have been returned.

Call/Text all Marshals to inform them the race is over.

Pack away case and then either pass to next race organiser or arrange for case to be collected.

Pass completed Risk Assessment to Safety Officer.

If you have any queries or unsure about any of the above please contact the Racing Secretary or Safety Officer.

### *JUNIOR TT's during Road Race*

Ensure all Juniors have signed on

Prepare start order list and timesheets

TT's should start as soon as the last group has started (to the nearest minute)

Record the start time of the first starter and start riders at one 1 minute intervals.

If a group of riders is lapping the TT start then delay the start of the next rider until the group has passed but ensure you adjust the riders start time to reflect the delayed start.

Brief each rider on how many laps they will be completing.

Record lap time splits for TT riders (if possible)

Record the final time for each TT rider.

Pass results to racing secretary.

If you have any queries or unsure about any of the above please contact the Racing Secretary or Safety Officer.

## CRITS

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When you collect the case, check that there is sufficient sign on sheets, marshal sign on sheets, the race numbers are all there and in numerical order, there are pins for the numbers and that the stop watches are functioning and have paper in them. If anything is missing contact the racing secretary.

Log onto Dutyman and complete the Marshall sign on form with the names and telephone numbers of all marshals. The racing secretary will have checked that there are the correct number of marshals and that they are still available to marshal.

## *Race Day*

Check the sign on time and start time of the race. You will need to be at the Race HQ about 15 minutes prior to sign on time. This will give you time to set up the sign on, get the numbers out and complete the Risk Assessment form.

Risk Assessment – As race organiser, it is your ultimate responsibility to ensure the Risk Assessment is completed and sign off. **NO RACING SHOULD START UNTIL THE RISK ASSESSMENT IS SIGNED OFF AS COMPLETE.** The course check can be carried out by the assistant organiser or another marshal, the FULL course should be checked prior to the race. The circuit should be fully dry before racing starts – if you are unsure refer to the safety officer. If it rains during the race it is your decision whether or not to stop the race.

Ensure that all debris is swept from the circuit (this can be delegated to a marshal)

Ensure everyone signs on and has a number.

Ensure everyone who signs on is a club member by cross referencing the member list, any non club members must pay £5 to race (max 2 per season).

Ensure all Marshals have arrived and have signed on. Check they have phones with them and that you have their telephone number.

Give all Marshals a marshal Jacket and flag, brief the marshals about any peculiarities of that days race. Number of laps, what to do if there is an incident.

10 Minutes before the start of the race despatch Marshals to their points and give 10 minute warning to riders.

### CRIT RACE FORMAT

Normally Crits will have the following format

Race 1 & 2 – Flyers

Race 3 – Div 3 & 4

Race 4 – Div 1 & 2

Race time will normally be decided prior to the start of the race – most DIV 3&4 races will be 15-20 minutes plus 2 laps. Div 1 & 2 Races will be 20-30 minutes plus 2 laps. Race duration for Senior Races is your decision and should be based on race start time and available light.

### *During Race*

Although the timing system is reliable it's good practice to manually lap count and record riders position each lap in case of timing system failure.

You only need to record the riders numbers in the position they cross the line and the number of laps they have done.

Monitor the timing system to confirm number of laps completed and who is leading each division.

Tell riders the time remaining in 5 minute intervals.

Tell riders when there are 2 laps remaining.

At the start of the last lap of each division ring the last lap bell.

If there are any DNF's (did not finish) these should be recorded.

Record the final positions of riders as they finish the race.

If there is a serious incident during the race the Organiser can Red Flag (Stop) the race.

Any complaints made should be passed onto the Racing Secretary or Safety Officer for further investigation and action.

### *After Race*

Stop the timing system.

Pass the results to the Racing Secretary and the Sign on Sheets to the Time Keeper.

Collect all numbers from riders/ensure all numbers have been returned.

Call/Text all Marshals to inform them the race is over.

Pack away case and then either pass to next race organiser or arrange for case to be collected.

Pass completed Risk Assessment to Safety Officer.

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## TIME TRIALS

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When you collect the case, check that there is sufficient sign on sheets, marshal sign on sheets, the race numbers are all there and in numerical order, there are pins for the numbers and that the stop watches are functioning and have paper in them. If anything is missing contact the racing secretary.

If the TT is pre-entry ensure that the start list is in the case and the time sheets have been populated, if not, contact the Racing Secretary.

Log onto Dutyman and complete the Marshall sign on form with the names and telephone numbers of all marshals. The racing secretary will have checked that there are the correct number of marshals and that they are still available to marshal.



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Ensure all Marshals have arrived and have signed on. Check they have phones with them and that you have their telephone number.

Give all Marshals a marshal Jacket and flag, brief the marshals about any peculiarities of that days race. Number of laps, what to do if there is an incident.

Close the Sign on 15 minutes before the start time and prepare the Timing Sheets if not already done. You will need a start sheet and finish sheet.

10 Minutes before the start of the race despatch Marshals to their points and give 10 minute warning to riders.

You will need to start all four stop watches at the same time – do this with the timekeeper. Watches need to be started 10 Minutes before the race start time. Despatch the timekeeper and record to the finish.

5 minutes before the start of the race give 5 minute warning and ask riders to start lining up in their start order.

**DO NOT START A TT PRIOR TO THE OFFICIAL START TIME – IF A TT is due to start at 7.30am do not start it any earlier – use a smart phone or GPS bike computer to check the time, not a watch or non GPS computer as these can be inaccurate. Riders will base their warm ups on the official start time so starting early may mean riders will miss their start.**

**THE TT STARTS AT START TIME PLUS 1 MINUTE – THE FIRST RIDER WILL LEAVE THE START LINE AT 11 MINUTES ON THE STOP WATCH.**

If the start time is delayed for any reason make a note of the actual start time of the next rider on the start list.

If a rider misses his or her start time it is best practice for them to start at the back of the field. However if there is a rider who does not start the rider can fill this gap – MAKE A NOTE ON THE START SHEET OF THE RIDERS NEW START TIME. DO NOT START RIDERS AT ANYTHING OTHER THAN THE PRE-AGREED INTERVALS.

Where there is a large entry riders may set off in 30 second intervals rather than 1 minute intervals however this is normally agreed prior to race day.

### *After Race*

Collect the results from the Time Keeper who should have worked out the finish times and positions – if not then you will need to do this.

Read the results to the riders.

Pass the results and the Sign on Sheets to the Race Secretary.

Collect all numbers from riders/ensure all numbers have been returned.

Call/Text all Marshals to inform them the race is over.

Pack away case and then either pass to next race organiser or arrange for case to be collected.

Pass completed Risk Assessment to Safety Officer.

If you have any queries or unsure about any of the above please contact the Racing Secretary or Safety Officer.

## GVC Race Organiser Check List

<b>Prior to Race</b>	Collect Race Case from previous race organiser	
	Check Numbers are all in case	
	Check there are sufficient sign on sheets	
	Check there is a course risk assessment	
	Check bell is in case	
	TT Only - Check there are time sheets	
	Check there are sufficient Marshall sign on sheets	
	Check dutyman for Marshalls and contact numbers	
	TT Only - If preentry - ensure start list is present	
	Ensure Stop watches are in case	
<b>Race Day</b>	Set up sign on	
	Make sure numbers are in order	
	Ensure all marshalls have arrived	
	Complete Risk assessment	
	Ensure whole course has been driven and checked by assistant organiser or delegated marshall	
	TT Only - Ensure start list is complete	
	TT Only - 10 Minutes before start - synchronise start and finish stop watches	
	TT Only Give finish watch to Timekeeper	
	Give 10 Minute warning	
	Go to start	
	Give pre race briefing	
	Ensure Timing System is ready	
	Start Race	
<b>During Race</b>	Lap Count in case of Timing System Failure	
	Ensure DNFs are recorded	
	Ring bell for last lap	

<b>After Race</b>	Ensure finished riders do not cross timing loop	
	Collect ALL numbers	
	Give sign on sheets to Time Keeper	
	TT Only - Calculate finish positions if not already done by timekeeper	
	TT Only - Read out results	
	TT Only - Pass Results to Racing Sec	
	Arrange for Race case to be passed to next race organiser	