Guernsey Velo Club LBG

Road Event Organisers Guide

1. Overview

1.1. The Race Organiser ("RO") has overall responsibility for the race both prior to the race and on race day, and also acts as referee of the race.

1.2. The role is not complicated, however there are several steps that the RO must undertake prior to the race, on race day, and after the race. This guide is intended to act as a checklist to ensure you don't miss anything.

1.3. If you have any questions about any of your responsibilities, please contact any member of the Board or the road race sub-committee

2. Before race day

2.1. It is your responsibility to make sure you have collected the race case prior to the day of the race taking place. You can find who was RO for the previous race by looking on SportMember, or contacting the relevant race discipline sub-committee contact.

2.2. The race case contains all you need to run the race, including:

- Race numbers & pins
- Final lap bell
- iPads
- First aid kit
- Marshal sign on sheets
- Marshal jackets
- Marshal red flags
- Chequered flag
- Pens

2.3. When you collect the case, check that all of these items are present. If any of these items are missing, please contact the relevant race discipline sub-committee contact.

2.4. You will then need to log onto SportMember, click on the race in the calendar and input the marshals names and contact details in the marshal sign on sheets within the race case.

2.5. Your final responsibility prior to race day is to read the risk assessment that has been prepared by the Club Safety Officer.

3. **On race day**

   3.1. You first responsibility is to put the race warning signs out on the course at appropriate locations (narrow sections of road, side roads etc.) to warn oncoming drivers of the race taking place. If you are unsure, please speak to the Club Safety Officer as to where these should go.

   3.2. You must also check the whole course (this can be as whilst putting the race warning signs out) before sign-on opens to ensure nothing has changed that requires the risk assessment to be updated (e.g., roadworks, vehicles parked on the course, pot holes etc.).

      - If there are items that need to be updated and/or included, please write in the spare boxes on the form and detail the action taken to address the risk identified (e.g., warning of parked car on circuit at race briefing).

   3.3. Both these tasks can be delegated to another member of the race organisation team (assistant RO, marshal or time keeper) to perform, however you must sign off the risk assessment as complete once these tasks are undertaken. No racing can start until the risk assessment is signed off as complete.

   3.4. Next you will need to set up sign on at Race HQ at least 10 minutes before the stated sign on opening time on SportMember. Please allow sufficient time to put the race warning signs out and review the course to make sure you arrive in time.

   3.5. Ensure all riders and marshals have signed on. Check that all marshals have their phones with them and that they have your phone number. Give all marshals a hi-viz jacket, red flag and mini-first aid kit (these are mandatory). Brief the marshals about any items on the risk assessment or other peculiarities of that day's race (number of laps etc.) and dispatch them to their marshal points 10 minutes before the start of the race. Give the riders a 10 minute warning.

   3.6. *For Road Races*:

      - It is the responsibility of the rider not the RO to ensure they have a working timing chip on their bike.

      - 5 minutes before the race give the riders a 5 minute warning and tell them to start lining up in their groups. Unless it is a scratch race, road races shall start in the following groups:

         - Group 1 – Division 1 @ race start time
         - Group 2 – Division 2 @ +1 minute

- Group 3 – Division 3 @ +2 minutes
- Group 4 – Ladies (if racing separately) @+3 minutes
- Group 5 – Division 4 @ +4 minutes

- There may also be an U16 Time Trial which will start after the last group.

- Ensure everyone has a number securely pinned to the back of their race jersey and it is clearly visible. Brief the riders on the race distance, rules of racing and the contents of the risk assessment (including any additional risks identified on the course check). Ensure the timekeeper is ready to start the timing system, and then start the race groups at the allocated time(s). It is important to use a stopwatch to ensure accurate group start times as the timing system will need to adjust for these for any course records claimed.

- Ring the bell to signify the start of the final lap. Use the chequered flag to signal the end of the race.

3.7. *For Time Trials (including U16 Time Trials taking place during a Road Race)*

- The start list will be pre-loaded onto the iPads. All Time Trials are pre-registration only, and riders will have completed a waiver online and therefore no physical sign on is required other than for marshals.

- 10 minutes before the race start the iPads need to be synchronised by starting the race clock at the same time. Dispatch the time keeper to the finish point.

- 5 minutes before the race give the riders a 5 minute warning. Ensure everyone has a number securely pinned to the back of their race jersey and it is clearly visible.

- The first rider in a Time Trials starts at the race time +1 minute. The iPads will count down to the race start, then the first rider goes on the next count down. Ensure everyone has a number securely pinned to the back of their race jersey and it is clearly visible.

- Brief each rider on the start line of any additional risks identified on the course check.

- If the start 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 their start time, they must arrive at the start line within the interval prior to the next rider starting and their time will not be adjusted. If the next rider has already started, then they will not be able to race and will be should be recorded as a 'DNS' without exception. Riders cannot change their start time or change places within the field to fill in for a missing rider.

- If there is a particularly large entry, riders may start at 30 second intervals at the discretion of the road sub-committee. This will already be reflected in the start list on the iPads.

3.8. *For Delancey Crit Races*

- It is the responsibility of the rider not the RO to ensure that they have a working timing chip on their bike.

- 5 minutes before the race give the riders a 5 minute warning and tell them to start lining up in their groups. It is at the discretion of the RO to decide on number of races, split of groups and race length based on:

  - Numbers of riders present
  - Start time
  - Available light

- Senior races should be no less than 20 minutes in length, and no U14 riders may compete in a senior race.

- Ensure everyone has a number securely pinned to the back of their race jersey and it is clearly visible. Brief the riders on the race distance, rules of racing and the contents of the risk assessment (including any additional risks identified on the course check). Ensure the timekeeper is ready to start the timing system, and then start the race(s).

- Count down the last 5 laps of each race, and ring the bell to signify the start of the final lap. Use the chequered flag to signal the end of the race.

3.9. Should any issues develop during the race it is the responsibility of the RO to decide an appropriate course of action to ensure the safety of riders. An issues arising should be reported to the Club Safety Officer for further action if required.

4. **After the race**

4.1. Contact the marshals to inform them that the race is over and ensure all riders have returned their numbers and sort them into numerical order.

4.2. If the race was a Time Trial, collect the results from the time keeper and read the results to the riders at Race HQ. If the race was a Road Race or Delancey Crit Race, ensure the time keeper will upload the results to the Club website.

4.3. Collect the red flags, marshal jackets, first aid kits and iPads and return to the race case ready for collection by the next RO.

4.4. Send the completed risk assessment to the Club Safety Officer.

4.5. Should any challenges to the results be made, or any complaints be received from anyone, please refer them to the Club's Complaints Procedure on the Club website.

Road Event Organisers Quick Check List

	Action	Completed by
Before Race Day	Collect Race Case from previous race organizer	
	Check race numbers are in case	
	Check iPads are in case and are charged	
	Check there is marshal sign on sheet in case and enter marshals names and contact details	
	Obtain & review risk assessment from Club safety officer	
On Race Day	Perform course check	
	Put out race warning signs	
	Update (if required) and sign off risk assessment	
	Ensure all marshals are present, have been briefed and dispatched to their locations	
	Give 10 minute race warning	
	Synchronise iPads (if being used)	
	Give 5 minute warning	
	Line up riders and perform race briefing	
	Ensure time keeper is ready	
	Start race	

During Race	Ensure DNFs are recorded	
	Count down final 5 laps for Delancey crit races	
	Ring bell to signify start of final lap	
	Wave chequered flag to signify end of race	
After Race	Ensure finished riders do not re-cross timing loop (if being used)	
	Collect numbers from riders	
	Pass details of DNFs to time keeper	
	Read out results for Time Trials	
	Pass results to time keeper for publishing on Club website	
	Ensure race case is sorted and ready to be collected by next Race Organiser	