

## Cycling Otago Incorporated – Cover Sheet

Thank you for volunteering to be the race manager for today's race. Hopefully everything you need has been included in the briefcase so that you have a successful race day. The briefcase contains the following documents:

<b>Race Day Information</b>	To be filled out and placed in display folder at end
<b>Income/Expenditure Form</b>	For tracking costs, to be filled out and placed in the display folder
<b>Approved Traffic Management Plan</b>	To be referred to when setting up traffic management and when briefing marshals
<b>Traffic Management Setup/Removal</b>	Information sheet detailing traffic management set up/removal items. It is laminated and should be in the back pocket
<b>Marshals Briefing</b>	Information sheet detailing what to brief the marshals on before the race. It is laminated and should be in the back pocket
<b>Riders Briefing</b>	Information sheet detailing what to brief the riders on before the race. It is laminated and should be in the back pocket
<b>Prizes calculation sheet</b>	Refer to this sheet to determine how many prizes to award for the race so that all racing is consistent. It is laminated and should be in the back pocket.
<b>Entry Form Folder</b>	Folder containing copies of the entry forms
<b>Comments Sheet on clipboard</b>	To be filled in at end of day
<b>Membership/License Form Folder</b>	Folder containing copies of membership forms and an information sheet on how to deal with new members.
<b>Final Display Folder</b>	Place race day information sheet, entry forms, income/expenditure form and the traffic management plan in the next empty pocket with the race day information sheet on top.
<b>Float \$100.00</b>	Entry fee is \$5.00 for seniors and \$2 for juniors
<b>Stopwatches</b>	
<b>Envelopes for prize money</b>	

At the end of the day please ensure that all of the above items are in the briefcase and the briefcase is left in the STMS van.

If you have any questions regarding your responsibilities as race manager please contact the road committee manager. For the 2010/2011 year this is Steve Hurring, cell: 027 662 9207

Good luck and thank you for volunteering your time, Road Race Committee

# **Cycling Otago Incorporated – Traffic Management Sheet**

## **Setting up Traffic Management:**

All personnel setting up traffic management must wear high visibility vests at all times

Have hazard lights going on van at all times during setup

Refer to the approved traffic management plan for sign layout

The distances specified between signs are minimum distances. If the distance cannot be set out as specified then always increase the distance. Never decrease the distance as this causes liability issues on the club if an accident occurs

Place the signs first. When there is more than one sign required on the same side of the road, then start with the exclamation mark/cycle race sign and work toward the intersection

Place the cones within the intersection last

Orientate the bases so that they are aligned lengthways alongside the road thus ensuring they will not fall over when larger traffic passes or in windy conditions

There should be a cone next to each sign. The cone should be on the traffic side of the sign. If you are short of cones then don't put cones next to signs on the lowest traffic roads. Try and ensure that larger volume roads and state highway signage all have cones alongside

## **Dismantling Traffic Management:**

Wear high visibility vests at all times

Have hazard lights going on van at all times

Remove cones first

Remove signs second and when there is more than one sign in a row always remove back toward the exclamation mark/cycle race sign so starting at the intersection and working outwards

## Cycling Otago Incorporated – Placing Calculation Sheet

To ensure that each race during a season has some consistency in the number of placing's awarded prize money the following guide is to be used.

### Handicap Races:

Grade	# of riders	# of placings to award
Senior Race	1 – 9	1 – 3 only
	10 – 14	3
	15 – 19	4
	20 – 24	5
	25 – 29	6
	30 – 34	7
	35 – 39	8
	40 – 44	9
	45 – 49	10
	50 +	11
	Minimum of 10 riders	Fastest Time
	Minimum of 5 females in race	1 <sup>st</sup> Female
Cat 4/5 if separate race held		1, 2 & 3
		Fastest time
	Minimum of 5 females in race	1 <sup>st</sup> female
Junior Race		1, 2 & 3
		Fastest time
	Minimum of 5 females in race	1 <sup>st</sup> female

### Mass Start Races:

Grade	# of placings to award
Cat 1	1 - 5
	Fastest Time
	1 <sup>st</sup> Female (need 5 females in grade)
Cat 2	1 - 4
	Fastest Time
	1 <sup>st</sup> Female (need 5 females in grade)
Cat 3	1 - 4
	Fastest Time
	1 <sup>st</sup> Female (need 5 females in grade)

Grade	# of placings to award
Cat 4/5	1 - 4
	Fastest Time
	1 <sup>st</sup> Female (need 5 females in grade)
Junior	1 - 3
	Fastest Time
	1 <sup>st</sup> Female (need 5 females in grade)

### Handicap race and less than 10 riders:

In the event that there are less than 10 riders in a handicap race then only placings 1 – 3 are to be awarded

### Mass Start and less than 10 riders:

If there are less than 10 riders in a grade, the grades should be combined where appropriate and only placings 1 – 3 awarded accordingly.

# Cycling Otago Incorporated – Marshal Briefing Sheet

## Marshal Briefing:

All marshals to wear high visibility jackets at all times

Ensure each marshal knows how the course operates at his or her particular location. Ensure they know whether they are stopping traffic or cyclists. This is explained on the traffic management plan.

For marshals stopping cyclists -

Understand the direction the cyclists are approaching from and ensure that you understand who has right of way depending on the different situations, which may arise. Most common will be that cyclists are turning left and must give way to right turning traffic. It is the marshals job to stop the cyclists.

For marshals stopping traffic –

Stand on the left of the road, clear of the traffic but visible to drivers, - this ensures that if they cannot stop you will not get hit

Have sign on GO whenever stopping not required or lying flat on road so no confusion occurs

When traffic needs to be stopped, ensure signal changed to STOP before cyclists approach the intersection/turn

If in doubt recheck the TMP and if still unsure contact the STMS for the day. Their phone number is on the bottom of the approved traffic management plan.

# **Cycling Otago Incorporated – Rider Briefing Sheet**

## **Riders Briefing:**

Explain the course.

All riders race at their own risk.

All roads are open and the road rules apply which means riders must not cross the centerline – Any rider that is identified as doing so will be disqualified from this race and fined \$20 and not allowed to race until it is paid.

As road rules apply, at left turns for cyclists they are required to give way to right turning traffic.

For those races that cross railway lines – when the signals are going riders are not allowed to cross. Any rider that is identified as doing so will be disqualified from this race and fined \$20 and again not be allowed to race until it is paid.

All riders must have their numbers displayed clearly on their back – this is to help traffic identify that you are in a race situation.

Identify any particular issues that are present on this race circuit – eg potholes or gravel, turn around point etc.

If mass start: identify course lengths for different grades (eg no of laps) and time between starting.

If handicap, read out start marks and riders

## **Cycling Otago Incorporated – Membership/Licensing**

License application forms must be completed, signed and accompanied by payment before they can be processed.

Payments must be separate for licensing (due to separate processing). Please do not accept combined cheques for licensing, bike rental and race fees.

New riders must fill in a license form before they ride any races, however they do not need to pay for their license until they have ridden three races.

When a new member turns up to a club race, but is not ready to join, get them to complete the application form (and sign), then note on the membership form that they have not yet paid their license fee and record the dates that they race. Keep their membership form in this folder so the next race manager can keep the form up to date with ride dates. If three races have been recorded please let the rider know that they have to pay their license fee before they will be allowed to race again and pass the form to Joe Chapman (Licensing).

Anybody who has ridden three races must pay their membership fee before they can ride a fourth race. All riders can choose to pay their membership and license fee immediately (they do not have to wait the three rides.)

If we have run out of forms, please write this in the comments sheet and let Joe Chapman know and direct the rider to the Cycling Otago website.

Thankyou



## Cycling Otago Incorporated – Entry Sheet

Race \_\_\_\_\_

Grade \_\_\_\_\_

Race Manager \_\_\_\_\_

Date \_\_\_\_\_

### Disclaimer

Cycling is a dangerous sport and races are held on open roads. By signing your entry you acknowledge that you have read and understood the following and accept that you compete at your own risk. It is the rider's responsibility to:

- ensure they attend the race briefing and are familiar with the circuit..
- ensure they obey the road rules at all times and keep left of the centerline as all roads are open.
- ensure their bikes are road worthy with brakes working on both wheels.
- wear an approved helmet at all times whilst on their bike.

Please fill in all columns:

	Name	Transponder No	Paper No	Signature	Paid
1					
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Cat 3	1 - 4
	Fastest Time
	1 <sup>st</sup> Female (need 5 females in grade)

Grade	# of placings to award
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# Cycling Otago Incorporated – Entry Sheet

Race \_\_\_\_\_  
 Race Manager \_\_\_\_\_

Grade \_\_\_\_\_  
 Date \_\_\_\_\_

**Disclaimer**

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# Cycling Otago Incorporated – Race Day Information

Please fill in the following and as each activity is completed please sign alongside.

Race \_\_\_\_\_ Date \_\_\_\_\_

Race Manager \_\_\_\_\_

Marshals \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Before the race

1 \_\_\_\_\_ **Traffic Management** – set up traffic management as per info sheet

As the person who set up the traffic management signage, I confirm that it has been set out in accordance with the approved traffic management plan

2 \_\_\_\_\_ **Entries** – Obtain entries for the race

Ensure all entries are on the official entry form and that competitors have signed and paid.

3 \_\_\_\_\_ **Brief marshals** – (by race manager or STMS)

As a marshal I have been briefed as to my responsibilities regarding the traffic management for the race.

\_\_\_\_\_

4 \_\_\_\_\_ **Brief riders** – by race manager

5 \_\_\_\_\_ **At start of race** record the initial start time for handicap races or for each grade for mass start races for the timing system

## During the race

5 \_\_\_\_\_ **Transfer** the competitors names to the race record book in the marks or grades as they started including the marks times for handicap races and **Record** alongside the first mark or each grade the initial start times recorded at the start of the race

6 \_\_\_\_\_ **Re-establish float** - \$100 float (in \$5 notes) and set aside \$50 for the STMS van

7 \_\_\_\_\_ **Income/Expenditure** Fill in the entry details on the Income/Expenditure sheet and calculate the number of placings to be awarded for the race or each grade – Placing calculation sheet laminated in back pocket.

## After the race

8 \_\_\_\_\_ **Traffic Management** – remove traffic management as per the info sheet

10 \_\_\_\_\_ **Prize giving** - Calculate the race results and allocate winning money to number of placings as determined earlier in #7

11 \_\_\_\_\_ **Place filled in** entry forms, income/expenditure form, TMP and this sheet in the next pocket in the final display folder. Please put this sheet on top.

9 \_\_\_\_\_ **Fill in comments sheet** and organize the return of the STMS van to Midway Motors or as arranged

## Cycling Otago Incorporated – Income & Expenditure Sheet

### Graded Mass Start Race

Date: \_\_\_\_\_

Race: \_\_\_\_\_

Race Manager: \_\_\_\_\_

Entries Categories	Total # entries	@ \$	\$ Amount	Results Senior	Placing - amount \$	Name of Rider
Cat 1		5	\$	<b><u>Cat 1</u></b>	1 <sup>st</sup> \$	
Cat 2		5	\$		2 <sup>nd</sup> \$	
Cat 3		5	\$		3 <sup>rd</sup> \$	
Cat 4 & 5		5	\$		4 <sup>th</sup> \$	
Juniors		2	\$		5 <sup>th</sup> \$	
Other income			\$	(if 5+ riders)	1 <sup>st</sup> female \$	
<b><u>Total income</u></b>			\$	<b><u>Cat 2</u></b>	1 <sup>st</sup> \$	
LESS					2 <sup>nd</sup> \$	
<b><u>Total expenses **</u></b>			\$		3 <sup>rd</sup> \$	
= plus or minus \$			\$		4 <sup>th</sup> \$	
				(if 5+ riders)	1 <sup>st</sup> female \$	
<b><u>Expenses</u></b>				<b><u>Cat 3</u></b>	1 <sup>st</sup> \$	
Race pay out total ***			\$		2 <sup>nd</sup> \$	
STMS			\$		3 <sup>rd</sup> \$	
Petrol Race Manager			\$		4 <sup>th</sup> \$	
Petrol Race Secretary			\$	(if 5+ riders)	1 <sup>st</sup> female \$	
Milk			\$	<b><u>Cat 4 &amp; 5</u></b>	1 <sup>st</sup> \$	
Cleaning clubrooms			\$		2 <sup>nd</sup> \$	
Extra Food			\$		3 <sup>rd</sup> \$	
Other Expenses			\$		4 <sup>th</sup> \$	
Club Van			\$ 50	(if 5+ riders)	1 <sup>st</sup> female \$	
<b><u>Total Expenses **</u></b>			\$	<b><u>Junior</u></b>	1 <sup>st</sup> \$	
					2 <sup>nd</sup> \$	
					3 <sup>rd</sup> \$	
				(if applic)	F/T \$	
				(if 5+ riders)	1 <sup>st</sup> female \$	
				<b>Total paid out ***</b>	\$	

# Cycling Otago Incorporated – Income & Expenditure Sheet

## Handicap Race

Date: \_\_\_\_\_

Race: \_\_\_\_\_

Race Manager: \_\_\_\_\_

Entries Categories	Total # entries	@ \$	\$ Amount	Results Senior	Placing - amount \$	Name of Rider
Senior		5	\$	<u>Senior</u>	1 <sup>st</sup> \$	
Cat 4 & 5		5	\$		2 <sup>nd</sup> \$	
Juniors		2	\$		3 <sup>rd</sup> \$	
Other income			\$		4 <sup>th</sup> \$	
<b><u>Total income</u></b>			\$		5 <sup>th</sup> \$	
LESS					6 <sup>th</sup> \$	
<b><u>Total expenses</u></b> **			\$			
= plus or minus \$			\$		7 <sup>th</sup> \$	
					8 <sup>th</sup> \$	
					9 <sup>th</sup> \$	
<b><u>Expenses</u></b>					10 <sup>th</sup> \$	
Race pay out total ***			\$		11 <sup>th</sup> \$	
STMS			\$		F/T \$	
Petrol Race Manager			\$	(if 5+ riders)	1 <sup>st</sup> female \$	
Petrol Race Secretary			\$	<b><u>Cat 4 &amp; 5</u></b>	1 <sup>st</sup> \$	
Milk			\$		2 <sup>nd</sup> \$	
Cleaning clubrooms			\$		3 <sup>rd</sup> \$	
Extra Food			\$	(if 5+ riders)	1 <sup>st</sup> female \$	
Other Expenses			\$	<b><u>Junior</u></b>	1 <sup>st</sup> \$	
Club Van			\$ 50		2 <sup>nd</sup> \$	
<b><u>Total Expenses</u></b> **			\$		3 <sup>rd</sup> \$	
				(if applic)	F/T \$	
				(if 5+ riders)	1 <sup>st</sup> female \$	
				Total paid out ***	\$	

