



Race Directors' Guide

Overview

You are one of four joint race director appointed for one of the points series road races – scheduled as either a criterium or a road race.

Thank you for performing this vital duty for the BBA.

This guide has been prepared to enable you to organize a well-run event. It contains necessary information on your responsibilities, basic race rules, technical requirements, and a few suggestions.

If you need to change your assignment you may do so but it must be with someone who races in the same category as yourself. If you do change your race then you must notify either info@bermudabicycle.org or president@bermudabicycle.org

IMPORTANT: it is your responsibility to find an alternative if you are unable to perform your scheduled duties as a race director. Failure to do so may lead to sanctions.

Email addresses for all scheduled race directors and a number of 'reserve' members may be found on the BBA website.

Responsibilities

As race director, you will be expected to perform the following duties:-

Prior to Race Day

1. **Determine race director assignments:** the four assigned race directors should contact each other and agree their respective duties which may include such things as course selection, seeking and assigning volunteers, collecting equipment, race day registration, checking course, results and finish line.

At least one race director should be present on the finish line

2. **Determine course:** Contact the Race Committee no later than 10 days before the race so that he can obtain permission to use the desired course from the appropriate authority. In order to ensure that it is available (remember there is on-

going construction at Southside) we recommend that you cycle / drive through the course two or three days prior to the race.

Check schedule for recommended distances or times. For road races, determine laps required by each race category.

Creativity in course selection and location is encouraged.

3. **Determine number of volunteers required:** you will need:

- ✓ lap counters (minimum 4);
- ✓ gate and junction marshals (at least one at every junction, and two at critical high traffic points)
- ✓ timekeepers (2)

Remember that riders are rewarded for supplying volunteers and earn bonus points towards their point series total. However, you need to actively seek and recruit volunteers. Make personal contact and send out an email request for volunteers in advance of race day.

Request volunteers arrive ½ hour before race time and check in with you for assignments.

4. **Check race equipment:** Prior to the race day, collect the BBA equipment from the Race Committee. Open the box and make sure there are sufficient lap recording sheets (copies can be downloaded from the BBA website), volunteer sheets, pencils and clipboards.

Ensure that the stop watches have batteries and paper and are working.

For criterium races, collect the clock and ensure that it is charged before race day.

Make arrangements for access to BTA shed on or before race day to access brushes, cones, warning signs, tables and chairs, etc.

On Race Day

- ✓ In order to ensure that the race starts in a timely manner the race directors should arrive at least one hour prior to the scheduled start time.
- ✓ The course should be swept, if necessary, and critical junctions coned
- ✓ Review the entire course for safety hazards
- ✓ Place warning signs for road users

- ✓ Set up registration table for riders and volunteers
- ✓ Register riders: ensure that riders are BBA members and are entered in their correct categories and collect entry fee money - \$5 adults, \$2 juniors.
- ✓ Assign and brief marshals – consider touring course to make sure everyone is in place

Race time

- ✓ Call riders to start, by category and start group. Perform roll call to check that all riders are recorded on the lap boards. Start groups will be as follows:

Road Races

1. Male and female A
2. Male and Female B; Junior A, Social riders
3. Junior B
4. Junior C

There should be at least a 2 minute interval between start groups

Start groups may be combined if warranted by a lack of riders (probably 4 or less riders in a start group)

criteriums

For criteriums, categories will usually race separately as follows:

- Adult A, male and female
- Adult B, male and female, Junior A, Social ride
- Junior B, Junior C

You should determine the order in which races are held and communicate this , along with approximated start times, before race day.

If the race you determine that the nature of the course allows for multiple categories to race at the same time, then start groups should be separated by an interval of at least one lap. In general, Junior A and C groups should always race separately from the adult categories.

- ✓ Brief the riders
 - Announce points series leaders
 - Briefly describe course
 - Number of laps/time

- Highlight critical areas on course
- Remind senior riders to be careful of juniors on the course

Post race

- ✓ Complete Race Director Report – copy attached
- ✓ Ensure that results are correct, make a note of the race directors and volunteers (including allocation to riders) and give them both along with the Race Director Report and race fees to the designated BBA Results Person at the end of the event for publication and release to members via the web.

You are encouraged to confirm results with riders before they leave the race area

- ✓ Collect and return BBA equipment to the Race Committee.
- ✓ If necessary, provide the Race Committee with a brief written account of the event, noting especially any problems or matters of concern

Rules

The complete BBA rules are available on the BBA website and should be read before the race. We draw your attention to the following:-

- Lapped riders may not draft the lapping rider or group.
- No cutting the course.
- No foul language.
- Riders must hold their line in a sprint finish
- Helmets should be worn not only during the race but also both before and after the race while in the vicinity of the race site
- Decisions made by the Race Director are final. Appeals may be filed through the proper procedures.
- Juniors must comply with gear restrictions. To be checked at several random races during the season. See schedule
- You have flexibility in determining the rules about feeding i.e. to designate or not a feed zone for handing up water bottles. Usually, no feeds are permitted outside of the designated feed zone.

- Half lap or lap out rule - for flats and mechanical problems only. Rider must report to the pit marshal, who will put the rider back into the race in the same standing as prior to the flat / mechanical. Lap out may not be taken in the last three laps of a race.

Suggestions/final comments

- Race directors should not plan on racing in their own events – everyone would rather race than marshal or count laps, so it is not fair to your fellow race directors if you do not do your fair share, even if sufficient volunteers are available
- Do not ASSUME that the regular volunteers will be at the start. Call them and (politely) ask if they would be willing to help.
- Remember that there are three or four race directors so take advantage of everyone assigned to your race and divide the duties appropriately.
- You do not have to do everything yourself, but you do have to make sure that you have competent volunteers in key positions, e.g. finish line.
- Think SAFETY all the time – consider the critical areas on the course – be flexible and adjust the course if there are insufficient marshals – remember that juniors are riding as well.
- Bring water, snacks etc for the volunteers, they'll appreciate it.
- Be sure to thank the volunteers

Contact Info

BBA President - president@bermudabicycle.org

BBA Secretary - info@bermudabicycle.org

Race Committee members:

Road Race Contacts:

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Jeff Amaral	jeff@conrads.bm
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