

Judge 1 Role Card

Equipment

- Clipboard and pen
- Moto sheet
- Lap scoring sheet
- Final results sheet
- Event official bib

Responsibilities

- Call out the numbers of all the riders in the order they cross the line on each lap.
- Work with judge 2 to calculate the results.



Judge 2

Role Card

Equipment

- Clipboard and pen
- Moto sheet/copy of start sheet
- Lap scoring sheet
- Blank results sheet
- Event official bib

Responsibilities

- Collect the moto sheet/copy of start sheet from the signing-on steward.
- Keep a record of the riders' numbers in the order they cross the line on each lap, as advised by the caller (judge 1).
- Start recording riders on a new lap when the leader crosses the line on each lap.

- For a time trial you need to record the times of the riders as they cross the line, as advised by the caller.
- Work with judge 1 and the timekeeper to calculate the race results ensuring each rider has a final position, including lapped riders and DNF riders.
- Provide the event organiser with the official result.



Lapboard & Bell Role Card

Equipment

- Lapboard
- Bell
- Clipboard and pen
- Chequered flag
- Event official bib

Responsibilities

- Monitor the head and tail of the race and display the number of laps the lead rider has remaining.
- Ring the bell when the riders go into the last lap of the race.



Marshal Role Card

Equipment

- Course layout sheet
- Clipboard and pen
- Event official bib
- Whistle
- Copy of race schedule

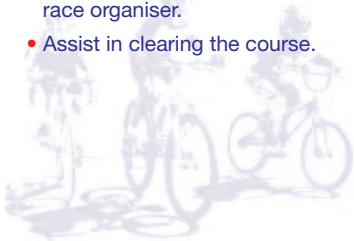
Responsibilities

- Be aware of the course layout and any relevant hazards throughout the route.
- Communicate with fellow marshals to ensure that each section of the course is visible and riders can be seen at all times during the race. As advised by the event organiser.
- Ensure the course remains safe and make any adjustments as necessary.

- Communicate any concerns with the race organiser.
- In the event of an accident divert riders as necessary and signal to the race organiser to stop the race.
- Provide basic assistance to riders who may experience problems.

Post Race

- Confirm details of any incidents/concerns to the race organiser.
- Assist in clearing the course.



Race organiser

Equipment

- Clipboard and pen
- Diagram of course layout
- List of officials and roles
- Event official bib
- Black flag

Responsibilities

Course set up/safety check

- Clear start and finish lines – clearly marked out to prevent any confusion for riders. Free of obstacles which may prevent a clean start and finish.
- Start straight length – make sure there is space for riders to accelerate and challenge for position before the first corner.
- Finish straight length – needs to have a clear approach and run off.
- Course width – needs to be wide enough to pass other riders at all points.
- Visibility of the racing line – ensure the course is marked out with a clearly visible racing line to prevent confusion for riders and any accidents occurring.
- Dismount zone – There should be enough space for the rider to safely dismount from both sides of their bike.
- Course safety in light of the venue risk assessment – perform a final course walk through to remove any hazards which may cause harm. You may need to delay or cancel the race if hazards cannot be removed.
- Course design – the course must be suitable for the age and ability of the riders competing.

- Course maintenance – ensure that the course is well maintained at all times.
- Position marshals – marshals must be positioned at specific points of the course to enable them to see the riders at all times during the race.

Volunteer briefing

- Check you have the minimum amount of officials required to run the event. Perform a register of the officials.
- Make sure all volunteers have their role cards and the equipment they need.
- Ensure the volunteers fully understand their responsibilities and answer any questions they may have.
- Check the officials know where they need to be and position themselves safely facing the riders when the race is in progress.
- Provide some positive motivation for the volunteers and thank them for helping at the event.

Risk assessment review

- Perform a final course walk through to remove any hazards which may cause harm. You may need to delay or cancel the race if hazards cannot be removed.
- If any new hazards are identified or changes made to the course, this should be written on the risk assessment.

Appoint first aiders

- Ensure you have the details of the first aiders who have agreed to be present for the entire event.
- Ensure that the appointed first aiders are accessible from different sections of the course.

Official Roles

Signing-on Steward

- Collect entry fee and parental consent form.
- Complete signing-on sheets.
- Formulate a start sheet, arranging the riders into race groups corresponding to their age and ability.
- Assign all registered riders a race number and provide instructions on how to display it.
- Collect rider numbers at the end of the race.

Starter

- Ensure the start area is ready and clear of obstacles.
- If necessary organise the drawing of lots to group riders for heats or motos.
- If doing a time trial and using two stopwatches you will need to communicate with the timekeeper and judges to calculate the results and record the time each rider starts their lap.
- Explain the starting procedure to the riders before starting.
- Check that the riders are ready and mounted on their bikes.
- Start the race.

Lapboard and Bell

- Whilst monitoring the head and tail of the race display the number of laps the lead rider has remaining.
- Ring the bell when the riders go into the last lap of the race.

Timekeeper

- Time the race and advise the lapboard official as appropriate.
- For a time trial you need to call out the times the riders cross the line to judge 2.
- Work with the judges to calculate rider timings.
- Submit race timings to the race organiser.

Judge 1

- Call out the numbers of all riders in the order they cross the line on each lap.
- Work with judge 2 to calculate the results.

Judge 2

- Collect the moto sheet/copy of start sheet from the signing-on steward.
- Keep a record of the riders' numbers in the order they cross the line on each lap, as advised by the caller (judge 1).
- Start recording riders on a new lap when the leader crosses the line on each lap.
- For a time trial you need to record the times of the riders as they cross the line, as advised by the caller.
- Work with judge 1 and the timekeeper to calculate the race result ensuring each rider has a final position, including lapped riders and DNF riders.
- Provide the event organiser with the official result.

Marshal

- Be aware of the course layout and any relevant hazards throughout the route.
- Communicate with fellow marshals to ensure that each section of the course is visible and riders can be seen at all times during the race. As advised by the event organiser.
- Ensure the course remains safe and make any adjustments as necessary.
- Communicate any concerns with the race organiser.
- In the event of an accident divert riders as necessary and signal to the race organiser to stop the race.
- Provide basic assistance to riders who may experience problems.
- Confirm details of any incidents/concerns to the race organiser.
- Assist in clearing the course.

Signing-on Steward Role Card

Equipment

- Race numbers (bibs)
- Signing-on sheet(s)
- Event official bib
- Clipboard and pen
- Blank start sheet

Responsibilities

- Collect entry fee and parental consent form.
- Complete signing-on sheets.
- Formulate a start sheet, arranging the riders into race groups corresponding to their age and ability.
- Assign all registered riders a race number and provide instructions on how to display it.

Post Race

- Collect rider numbers at the end of the race.



Starter Role Card

Equipment

- Whistle
- Event official bib
- Start sheet

Responsibilities

- Ensure the start area is ready and clear of obstacles.
- If necessary organise the drawing of lots to group riders for heats or motos.
- If doing a time trial and using two stopwatches you will need to communicate with the timekeeper and judges to calculate the results, and record the time each rider starts their lap.

- Explain the starting procedure to the riders before starting.
- Check that the riders are ready and mounted on their bikes.
- Start the race.



Timekeeper Role Card

Equipment

- Stopwatch
- Event official bib
- Clipboard and pen
- Start sheet

Responsibilities

- Time the race and advise the lap board official as appropriate.
- For a time trial you need to call out the times the riders cross the line to judge 2.
- Work with judges to calculate rider timings.
- Submit race timings to the race organiser.



Rider Briefing

It is a good idea to write down the briefing before you deliver it to the riders to make sure you have time to consider all the points you need to include.

- **Introduction** – introduce yourself and the event and provide information on facilities available to the riders such as toilets and refreshments.
- **Length of race** – tell the riders how long the race is due to last for, either number of laps or time frame.
- **Course description** – provide a description of the course, such as any hills or obstacles the riders may need to tackle.
- **Changes to the course** – inform riders of any changes made, such as the addition of a corner to avoid a hazard which was identified in the risk assessment.
- **Race stop signal** – for example, explain that if a black flag is shown all riders are to stop racing.
- **Last lap signal** – inform riders that a bell will be rung to indicate they are starting their last lap.
- **Start procedure** – for example, if using a countdown start you may tell the riders: “you will be notified when there is 30secs to go, and then at any time after 15secs to go a horn will be blown to indicate the start of the race.”
- **Rider safety** – tell riders to have fun but ride safely, and to listen to marshals and instructions from other officials.
- **Passing procedure** – explain that riders should warn slower riders which side they intend to pass on. e.g. If passing on the right, shout ‘on your right’.
- **Encourage riders** – provide some positive encouragement to the riders. Explain that you want them to have fun and enjoy the racing experience!

