

Eastern Veteran's Cycling Club

Roles and Responsibilities

Instructions for Race Day Officials

The following is a list of instructions for each category of official required on race days.

Every official should make themselves familiar with the following instructions as they apply to the role they will be performing, and are to follow them. Any questions should be directed to the Race Referee or either the Club President or Vice President.

Under no circumstances can the race course be altered from what is shown on the current Traffic Management Plan for the race and as specified on the applicable permits.

Race Referee

An accredited AVCC club level referee is required for all EVCC club races; on all open road circuits the Race Referee should be a qualified Traffic Controller.

The Race Referee is responsible for coordinating all helpers on the day, ensuring that the course is set up correctly, that all signage is erected and that marshals and traffic controllers are aware of their roles and responsibilities and are in place as per the Traffic Management Plans.

Note: A race cannot start until all signs and officials are in place

The Race Referee has total authority over an event and is empowered to call an event off once it has started, or shorten its duration (criterium), if they feel that the safety of the competitors is at risk if they continue, eg. rain during a criterium or excessive heat and apparent fatigue/stress of competitors.

Race Day duties for the Race Referee are;

The Race Referee is to obtain and complete a Race Day Checklist as a part of their duties. The completed checklist is to be handed to the Club Secretary or other club official after the event.

Pre-race Duties:

- Set up a-frame signs at car park entrance, or location, to warn motorists of cyclists warming up before race signage is erected.
- Obtain a copy of the duty roster for the day, mark off those in attendance and inform the Roster Manager of any person who fails to report for duty
- Obtain copies of the latest Traffic Management Plans for the circuit
- Meet with all officials for the day at the trailer where the Race Referee is to assign duties, responsibilities and locations to the other officials, this meeting should take place at least one hour before the scheduled race start.
- Ensure that all officials are aware of their roles and responsibilities (this document), are correctly attired (wearing safety vests) and have the equipment to do their duty (flag and/or lollipop, radio).
- Using the Traffic Management Plans direct the assembly of required course signage.

Eastern Veteran's Cycling Club

Roles and Responsibilities

- Provide Marshals/Traffic Controllers with copy of Traffic Management Plans for the point they will be controlling and ensure they understand how to implement the plans.
Note: These plans must be returned.
- If radios are to be used ensure they are charged, working, set up correctly, tuned to channel 31 and that the operator knows how to operate them.
- Dispatch officials to their positions ensuring they have all necessary signage and equipment (flags, lollipop, radio, wooden stakes, hammer, signs, legs, etc.) to set up their position.
- Organise a rostered official for start / finish duties, ensure this individual is aware of the instructions for the circuit - see 'Course Notes'.
- Deliver the pre-race rider briefing as per the course notes, remember to include any specific instructions as may be needed on the day for the course and current conditions.
- Organise rostered officials to drive lead and follow cars, ensure they are aware of their responsibilities (this document) and that if they are to have radios that the radios are set up correctly and the drivers know how to use them.
- Check that all controlled locations have been set up in accordance with the Traffic Management Plans – radio check is acceptable.

The Race Referee should ensure that all helpers on the day are aware of the indications for, and the procedures for, calling an ambulance (see separate page/sheet/note/????).

Post-Race duties:

It is the responsibility of the Race Referee to ensure that the course is packed up after the event and that all equipment has been returned to the trailer and put away. This is inclusive of;

- All signs and witches hats picked up from the course and returned to the trailer,
- Traffic Management Plans that may have been removed from the Race Controller's Manual for use by corner marshals in setting up their location are returned to this document.
- All numbers are returned.

The Race Referee is to report any lost or damaged property to the committee; property covers such things as signs, flags, numbers, first aid material, Race Kit content (course maps, course notes, etc.)

Other:

The Race Referee is to complete a Race Day Checklist and submit it to the Club Secretary or other member of the Club Committee.

The Race Referee should, with the assistance of other 'helpers' and/or witnesses, complete any incident report (see appendix below) that may be required as a result of any incident that occurred during the event – crash, rider behaviour, local interaction, traffic incident, etc. The completed forms are to be delivered to the Club Secretary or other member of the Club Committee.

Eastern Veteran's Cycling Club

Roles and Responsibilities

Traffic Controller

The duty of the Traffic Controller is to control the flow of traffic at designated points to ensure the safety of competitors. These points will be where there is a potential for conflict between motorists and competitors.

The responsibility of the Traffic Controller is to the competitors, providing them right of way in any potential conflict.

The Traffic Controller has the right to stop traffic that may come into conflict with competitors using the stop/slow paddle provided.

The Traffic Controller should ensure that they have the required equipment to perform their duty - safety vest and stop/slow paddle.

The Traffic Controller should position themselves as required by their training and where they are NOT at risk of injury.

If a motorist chooses to disregard the instruction of a Traffic Controller, the Traffic Controller must inform the corner marshal and any approaching cyclists of the potential conflict as best as possible and record the licence number of the offending motorist if possible. The Traffic Controller should complete an incident report after the race detailing the incident; make, colour and registration number of offending vehicle, time of incident, location of incident and list the names and contact details of any witnesses

In addition to the duties of Traffic Control the individuals assigned this role will be required to assist in the setting up of the course for the event and in the disassembly of the course afterwards as per the following;

- Attend an officials briefing at the trailer prior to the commencement of duties
- Obtain a copy of the Traffic Management Plan for the location where the Traffic Controller will be directing traffic
- Assist with the assembly of signs
- Ensure you understand the requirements of the Traffic Management Plans, if not, clarify with the Race Controller
- Obtain all required equipment and signage for the location being stationed - vest, batten, signage, stakes, mallet, etc.
- Transport self, Race Marshal and signage to location and set up the signage in accordance with the Traffic Management Plans.

NOTE: The signage MUST be set up as close as possible to the measurements shown on the Traffic Management Plans.

- During the race control the traffic as required in accordance with the relevant section of the Traffic Management Plans and your training
- At the end of the race dismantle the signage and return it to the trailer

Eastern Veteran's Cycling Club

Roles and Responsibilities

Race Marshal

The duty of the Race Marshal is to warn competitors of potential conflict or danger such as a parked car (out of view to approaching competitors), an approaching car, a fall or any other situation that may lead to an accident and/or injury if the competitors continue. This duty is to be achieved by;

- a) calling out the situation before the competitors come across it, eg. "Car Up", "Car left", "Slow down" (possibly with downward motion of the hands)
- b) stopping the race by showing the red flag, if the situation requires

The responsibility of the Race Marshal is to the competitors; to ensure they have all available information to ride and compete safely.

The Race Marshal should ensure that they have the required equipment to perform their duty - safety vest and flags. Marshals will be issued with one red flag and maybe one green flag where their role requires it. The function of the flags is;

- Red flag : to be shown to riders only if there is danger ahead and the riders are to be stopped
 - is not to be displayed at any other time for any reason
 - is not to be used to stop or control vehicular traffic
 - is not to be used to point or indicate direction of the race
- Green flag : to be shown to riders every time they approach to indicate the road ahead is clear and it is safe for them to proceed
 - the flag is not to be waved or used as a pointer
 - the flag is not to be displayed to vehicular traffic

The Race Marshal should position themselves where they can be seen by approaching competitors, where they can see the course ahead and where they are NOT at risk of injury.

A Race Marshal **MUST NOT** attempt to control the passage or flow of motor vehicle traffic. The flag provided is for stopping the race if there is a situation where competitors are at risk of accident or injury. Eg. an emergency vehicle approaching. The flag is **ONLY** to be used to stop the race, it is **NOT** to be used to direct traffic or competitors, it should only be shown to competitors in the event that the race needs to be stopped.

In addition to the duties of Race Marshal the individuals assigned this role may be required to assist in the setting up of the course for the event and in the disassembly of the course afterwards as per the following;

- Attend an officials' briefing at the trailer prior to the commencement of duties
- Obtain a copy of the Traffic Management Plan for the location where they will be on duty
- Assist with the assembly of signs
- Ensure you understand the requirements of the Traffic Management Plans, if not, clarify with the Race Controller
- Obtain all required equipment and signage for the location being stationed - vest, signage, stakes, mallet, etc.
- Transport self, Traffic Controller and signage to location and set up the signage in accordance with the Traffic Management Plans.

NOTE: The signage **MUST** be set up as close as possible to the measurements shown on the Traffic Management Plans.

Eastern Veteran's Cycling Club

Roles and Responsibilities

- During the race direct the competitors as required in accordance with the relevant section of the Traffic Management Plans and your training.
DO NOT attempt to direct traffic unless there is an accident involving cyclists lying on the road.
- At the end of the race dismantle the signage and return it to the trailer

Eastern Veteran's Cycling Club

Roles and Responsibilities

Lead/Follow Car Driver

The role of the Lead/Follow Car Driver is to drive a car suitably marked with signage and flashing light ahead of, or following, the race to warn other motorists and road users that there is a cycle race in progress.

The responsibility of the Lead/Follow Car Drivers is to the competitors to ensure that other vehicles on the road are aware of their presence. The Follow Car Driver has the added responsibility to all competitors to ensure that they all get back to the finish safely.

The Lead Car Driver should maintain her/his vehicle 50-100 metres ahead of the first rider in the race and should drive in such a way that they do not impede or impact the race in any way (disallow drafting, impede a descent). The Lead Car Driver may be called upon to stop the race if a situation arises that threatens the safety of the competitors (washed out bridge), if this situation arises the driver is to stop their vehicle and flag down the race with their arms.

The Lead Car Driver should allow following traffic past as soon as is safely possible.

The Follow Car Driver should maintain his/her vehicle 50 - 100 metres behind the last competitor on the road. The Follow Car Driver MUST NOT pass a cyclist wearing a number.

The Follow Car Driver should allow following traffic past as soon as is safely possible.

In addition to this the Follow Car Driver may be required to act as a sag-wagon if a competitor is unable to complete the course, this is to be at the discretion of the driver, he/she may call for assistance from other officials/helpers.

As a courtesy the Follow Car Driver should inform helpers on the course that the race is on its last lap (where applicable).

The Follow Car Driver should be fully conversant with the accident and injuries procedures and should carry a mobile phone, or means of communications that will enable them to call for assistance if required.

In addition to the duties of Lead/Follow Car Driver the individuals assigned these roles may be required to assist in the setting up of the course for the event and in the disassembly of the course afterwards (see appendix below).

Eastern Veteran's Cycling Club

Roles and Responsibilities

Other

At least one helper on the day will be assigned the responsibility of starting the races and, in the case of criteriums, stopping them.

The role of this/these person/s is;

- to start the race on time
- in the case of criteriums; stop the race on time
- be aware of the state of each race that is underway (who is away, who has been dropped),
- ensure that criterium races are finished in a safe manner, i.e. there is enough space between grades when the bell is rung to allow the race on the bell a clear road for the sprint, and
- that place getters are recorded accurately.

The responsibility of person/s in this role is to the competitors to ensure that they finish the race safely.

In addition to these duties the individual/s assigned this role may be required to assist in the setting up of the course for the event and in the disassembly of the course afterwards (see appendix below).

Eastern Veteran's Cycling Club

Roles and Responsibilities

Bunch Captains

At least one competitor in each grade group will be appointed Bunch Captain.

The role of the bunch captain is to ensure that racing is conducted safely and fairly and that all rules and regulations are followed. The bunch captain is to warn any rider who they consider to be riding dangerously, or in an unsafe manner, of their behaviour. The bunch captain is to warn any rider who breaks the racing rules of their infringement and is to notify the race referee of the infringement at the earliest possible time. The Bunch Captain has the authority to call a neutral period at any time if they consider it dangerous to continue racing or they can stop the race if they consider it too dangerous to continue. The bunch captain does not have the authority to disqualify or penalise a rider, only referees have that authority, the bunch captain is to report breaches of racing rules, or dangerous riding practices, to the race referee at the earliest possible time.

In the case of being called upon to exercise their authority a Bunch Captain is to complete an Incident Report after the race detailing the circumstances giving rise to their action, the reasons for their actions and the consequences of their actions.

(eg. Rider x was passing other riders on the inside of a corner, this is dangerous and contravenes club rules. The rider was warned that he was in breach of club rules, that he was riding in a dangerous manner and was told a repeat performance would result in his being reported to the race referee for disciplinary action. Two laps later the rider made another passing manoeuvre on the inside and was told that he would be reported to the referee for disciplinary action. Etc.)

The Bunch Captain is to complete an Incident Report if an accident occurs in their race, information for the report should be obtained from affected individuals and any witnesses.

The Bunch Captain is to complete an Incident Report if there are any incidents involving other vehicles or road users, the report should include vehicle description, registration numbers (if possible), date, time and location as well as statements from any witnesses.

Riders disobeying instruction may be punished by disqualification, fine, suspension or any combination of the three as deemed appropriate by the race referee.

Eastern Veteran's Cycling Club

Roles and Responsibilities

Appendix:

Setting up the course

Tasks required for setting up the course include the following;

- unload required items from trailer
- set up registration desk
- assist on the registration desk taking entries
- sweep the course (crit circuits only)
- construct road signage
- distribute and set up signage
- locate cones, bell and grade boards at the finish
- other duties assigned by the race controller or committee member as designated

Packing up the course

Tasks for packing up the course include the following;

- collect and disassemble road signage
- check that all numbers have been returned
- return all items to the trailer
- other duties assigned by the race controller or committee member

Incident Reports:

Incident reports are for the use of the club in keeping record of incidents that occur at club events. They may be used to aid investigations or pursue complaints involving the behaviour of other road users, they may also be used to assist the club in improving rider education and course safety.

An incident report should be completed under the following circumstances;

- An ambulance is called
- Police are called or attend an event in an official capacity
- An accident, regardless of whether an ambulance was called or not
- A competitor behaved inappropriately (eg. swearing, littering, urinating) or rode in a manner that risked the safety of fellow competitors (eg. passing on the inside of a corner, failing to hold a straight line in a sprint).
- An official behaved inappropriately (swearing, littering or urinating) or acted in a manner that risked the safety of fellow officials or competitors.