



Sign On & Start / Finish Line Judges Duties

All Official helpers will need to be wearing Hi-Visibility Clothing or a Hi-Vis Vest from the time they arrive until the time of the presentation of the results are completed

1. Officials are **required** to be ready to start their duty **10 minutes** before the advertised time that sign on starts.
2. Sign on to the Officials Sign on Sheet
3. Number the riders on the Handicap Sheet, this will be their race number that will be given to them on sign on
4. Ensure Rider Sign on Sheet is ready to go as well as the Pencil case with sign on float.
5. Open Sign On
6. Ensure each rider signs their name and write down the race number from the handicap sheet & collect \$5 for the entry fee.
7. At Completion of sign on with a highlighter, highlight all riders participating in the race on the handicaps sheet and pass sheet onto race handicapper to confirm handicaps to be used in the race.
8. Confirm your radio is working and you have contact numbers for commissaries and other officials should contact between be necessary during the race, and that the stopwatch is working and able to print.
9. At first group away countdown from 5 seconds and start the stopwatch with the inbuilt printer to record race times, once one group is away announce how long the next group has until they depart. Remember to keep an eye on traffic in both directions and inform the group if there is a vehicle around close to the time they roll out.
10. On the Dubbo Cycle Club Road Series Time Sheet Record the time of day that the first group departs in the start time section.
11. In Graded Scratch races leave at least 3 minutes between each grade and 1 minute between riders in a Time Trial, if the race is not a handicap ensure that the gap between the groups is recorded so accurate times can be recorded on the results. If a rider misses his / her start time then this is their penalty their time will start when they were supposed to leave, it is up to the rider to be at the start line at the required time.
12. At The Finish of the race we have found the best strategy to have for accurate results is to have one person calling race numbers as they cross the line, a second person calling out times from the stopwatch and a third person writing the numbers and times down on the time sheet. It may also be helpful for the person who is calling out the race numbers to have a phone or recording device record what they are saying so if there are any questions over the positions later on we can refer back to the recording, at most races we will also have a camera on the finish line to identify riders positions as they cross the line and to work out accurate time gaps for the results.
13. When a rider crosses the line, Press the Split/Lap button on the stopwatch it will then print a time out which you inform the writer to write that time on the Time sheet next to the rider's name, if there is a bunch of riders all together they may all be recorded as the same time until there is more than 1 second between 2 riders, you will need to press the Split/Lap button again to record another time.



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14. If a rider informs you they didn't complete the whole distance please clearly write down DNF in the time section next to that rider and try and find out if they made it to the turnaround point, as they will receive participation points if they did make it this far.
15. Leave the stopwatch running until the official who is driving the sag wagon / picking up signs crosses the line as there should be no riders behind this vehicle.
16. Ensure that all riders are listed on the Time Sheet with either a time or DNF next to their name, refer to sign on sheet to ensure that the number of riders match the results, as well as all officials who helped are recorded in the relevant sections.
17. Once all results are compiled, please take a photo of the following items and either email to jason@canobie.net.au or send to 0401943885 as an MMS message.
 - Dubbo Cycle Club Road Series Time Sheet
 - Sign On Sheet
 - Officials Sign on Sheet
 - Handicap Sheets
 - The Printed Times from the Stopwatch
18. Pack up all items, ensure radios and stopwatch is turned off, return all equipment including any Hi-Vis vests borrowed back to the plastic tub so it can be used again at the next race.
19. Hand over race results to Race Coordinator who will announce the winners, fastest times and lucky number draw prize to the participants of the race.