

# Sign On & Start / Finish Line Judges Duties

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***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.