



USA CYCLING RACE OFFICIALS MANUAL

General Officiating Principles

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Table of Contents

Table of Contents	ii	Quick Fact Check # 7	46
Dedication	2	Assistant Referees	46
I. Introduction	3	Gear Rollout Referees	47
II. Overview of the Political Structure of Cycling	4	Quick Fact Check # 8	48
International – Union Cycliste Internationale (UCI)	4	VII. Basic Duties of Chief Officials	49
USA Cycling	5	Chief Judge	49
Quick Fact Check # 1	10	Starter	53
III. Overview of Officials Program	11	Referee	54
Age and Requirements for Upgrading	11	Quick Fact Check # 9	61
Quick Fact Check #2	18	VIII. Study Questions/Case Studies for Basic Duties of Officials	62
IV. Basic Principles of Officiating	19	Judging	62
Characteristics of Good Cycling Officials	19	Chief Judge	63
Quick Fact Check # 3	25	Registrar	64
V. General Racing Rules	26	Starter	66
Definitions	26	Gear Rollout Referee	67
Event Categories	27	Referee	68
Protests/Hearings	28	Chief Referee	68
Chief Referee	30	IX. Answers to Case Studies and Questions	70
Quick Fact Check # 4	31	Judging	70
VI. Basic Duties of Officials	32	Chief Judge	71
Registrar	32	Registrar	72
Quick Fact Check # 5	35	Gear Rollout Referee	73
Assistant Judges	36	Starter	73
Example Scoring Systems	41	Referee	74
Quick Fact Check # 6	44	Chief Referee	75

Dedication

This work is dedicated to Artie Greenberg and Joe Avalos, two visionary officials who greatly affected the direction our officials program took and to whom many of us owe a great deal, and to Joan Earnest, a great official and great lady. They were our teachers, mentors, and friends.

Acknowledgement

Much of this work comes from other manuals and documents written over the years by many dedicated officials. Therefore we would like to thank the following individuals for their direct and indirect contributions:

Beth Estes, Mark Estes, Heidi Mingesz, Paula Grill, Al MacDonald, Bruce Bockstael, Lee Thoresen, Dean Crandall, Bill Wykoff, David Poole, John Tarbert, Yvonne Van Gent, Jim Allen, Jim Patton, Kirk Leidy, David Miller, and Judy Miller

I. Introduction

This manual is designed to serve as the text for the Category C, B, and A Officials' seminars. As a category C official, you will be working as support officials at most races. As a category B official, you will be working as a support official at bigger races and as Chief Referee and Chief Judge for smaller races. As a category A official, you may serve as the Chief Referee or Judge at large races. This manual, therefore, is comprehensive, since it addresses all of the officiating positions for a wide cross-section of experiences and abilities. This first part deals with general material that is important for all officials to understand, regardless of the type of race or position. It includes the basic duties of all officiating positions. The second section focuses on the specific rules and officials' roles at road events. The third element focuses on officiating at track events.

There is more information contained in this document than can be taught in any of our seminars. When taking a specific seminar, your instructor can use the material that will benefit you the most. The material in this manual should be kept on hand and used as a reference guide. This manual is also available online via the officials' page at the USA Cycling website (www.usacycling.org). It is our hope that with the information available here and in other officials' publications, we have made major steps towards developing consistency in officiating and in developing a continually more professional body of officials to serve the sport of cycling..

Please send any questions or comments to:

Shawn Farrell
Technical Director
USA Cycling
1 Olympic Plaza
Colorado Springs, CO 80909

Unfortunately, the English language contains no third person genderless pronoun. Please understand the word "he" to mean "he" or "she" and the word "him" to mean "him" or "her".

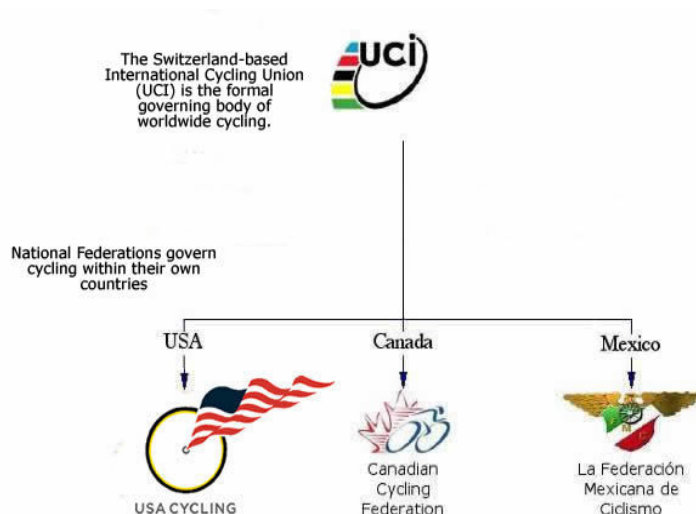
II. Overview of the Political Structure of Cycling

International – Union Cycliste Internationale (UCI)

Located in Aigle, Switzerland, the UCI is the governing body for the sport of cycling throughout the world. The UCI is an association of national cycling federations. One federation per country is recognized. National Federations that want to have a national team compete at World Championships and the Olympics must be members of the UCI. . National Federations are the governing bodies for cycling within their own countries.

Purpose of the UCI

- To direct, develop, regulate, control and discipline cycling under all forms worldwide
- To promote cycling in all countries of the world at all levels
- To organize World Championships for all disciplines of cycling
- To promote sportsmanship and fair play
- To represent the sport of cycling and defend its interests before the International Olympic Committee and all national and international authorities.
- To cooperate with the International Olympic Committee in regards to the participation of cyclists in the Olympic Games
- To assign International Commissaires to World Championships and other international events.

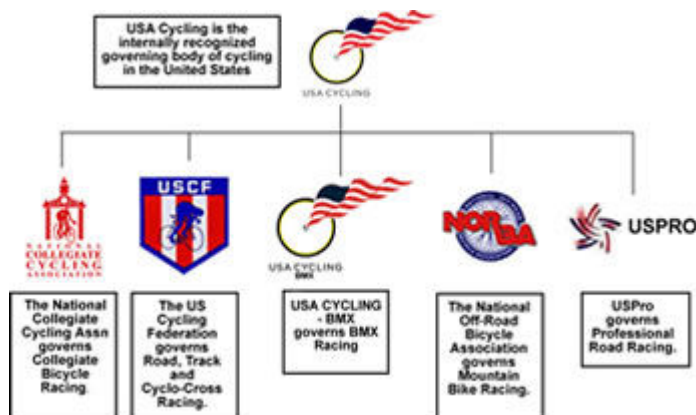


USA Cycling

Associations

USA Cycling (USAC) is the governing body for cycling in the United States. It is the National Federation and parent organization of the following 4 associations:

- BMX – Governs BMX racing.
- USCF - United States Cycling Federation – Governs the disciplines of road, track and cyclocross.
- NORBA - National Off-Road Bicycle Association – Governs the discipline of Mountain Bike racing.
- USPRO - U.S. Professional Racing Association – Governs professional road racing (those road races on the UCI calendar)
- NCCA - National Collegiate Cycling Association – Governs collegiate cycling.



Boards of Trustees and Directors

Each association of USA Cycling has a Board of Trustees elected from the licensees of that association. These elections occur annually with some of the trustee's terms expiring every year. Each association trustee board also elects representatives to sit on the USA Cycling Board of Directors.

USAC Staff and Commissions

The Executive Director (CEO) of USA Cycling is Steve Johnson. He is responsible for the day to day running of USA Cycling. He is assisted by a Chief Operations Officer, Sean Petty, a Chief Financial Officer, and several department directors.

Rules, discipline, elections, and the officials programs are handled by the Technical Department, under the Technical Director, Shawn Farrell. The Technical Director is assisted by the National Technical Commission.

PART ONE: GENERAL OFFICIATING PRINCIPLES

National Technical

Commission (TC) The TC currently consists of 11 UCI National and International Commissaires from the Road, Track, Cyclocross, Mountain Bike and BMX disciplines who are responsible for establishing training and mentoring programs for officials as well as assigning officials to National level events. The members of the TC through 2007 are the following:

- Dan MacLeod (OR – Road and Track)
- Bruce Bockstael (CT – Road and MTB)
- Dean Crandall (CO- Mountain Bike)
- Heidi Mingesz (WI- Road and Track)
- Noreen Landis-Tyson (CO – Road and Track)
- Andy McCord (CO – Road, Track, Cyclocross, and Mountain Bike)
- Phil Miller (WA – Road, Track, and Cyclocross)
- John Pingol (FL – BMX)
- Kurt Sauer (MD – Road, Track, Cyclocross, BMX)
- Randy Shafer (CO – Road, Track, and Cyclocross)
- Andy Taus (PA – Road, Track, and Cyclocross)

Motoref

Commission

USA Cycling also has a commission that specializes in issues relating to motorcycle refereeing. The current members of this commission are:

- Dave Miller, PA
- Jim Patton, MD
- Kirk Leidy, PA
- Splinter Wrenn, OR
- Jim Allen, CA
- Randy Shafer, CO

Field Staff

USAC has several principal field staff positions. For USCF these are referred to as Regional Coordinators. For NORBA these are called NORBA Region Managers. These coordinators manage cycling in their regions and interact directly with the USAC office in Colorado Springs. The Regional Coordinators and Managers are the liaisons between the central office and local regions.

Local Associations

In most regions there are Local Associations (LA's) that are responsible for managing and running cycling events within their areas. LA's are usually specific to USCF or to NORBA, but not both. The easiest way to find out who is involved in the organization of cycling in your area is to use the USAC website. From the main page, click on "local Resources".

The screenshot shows the USA Cycling website interface. On the left is a vertical navigation menu with items like 'My USA Cycling', 'Photo Gallery', 'Merchandise', 'Search', 'Membership', 'Buy/Renew License', 'Rider's Resources', 'Event Organizers', 'Local Resources' (highlighted with a yellow circle), 'About USAC', 'Coaches', 'Mechanics', 'Officials/Rules', 'Events', 'National Championships', 'Racing Series Calendar', 'Junior Events', 'Search Events', 'Athlete Programs', 'Team Selection', 'Athlete Bios', 'Development Programs', 'Anti-Doping', and 'About USA Cycling'. The main content area features a 'Latest News' table with dates and headlines, a 'USCF National Racing Calendar' section with a '2005 NRC Schedule' link, and a '2004 Standings' table with links for 'Men's Individual Standings', 'Men's Team Standings', 'Women's Individual Standings', and 'Women's Team Standings'. A yellow callout box points to the 'Local Resources' link in the sidebar, stating 'From the main webpage, click on Local Resources'. The right side of the page contains promotional banners for 'Insight Race Across America' and '2004 RAAH NBC SPECIAL'.

18 Oct 2004	2005 USCF National Racing Calendar announced
15 Oct 2004	Horner, Pic secure overall NRC titles
08 Oct 2004	Horner, Pic set to wrap up NRC titles
19 May 2004	Yoplait Women's Cycling Summit Returns
07 May 2004	Top teams to compete at Joe Martin stage race
07 Apr 2004	South Carolina Heritage Tour returns to NRC
05 Apr 2004	Clarendon Cup becomes CSC Invitational
05 Apr 2004	CapTech Classic slated for National TV
17 Mar 2004	La Vuelta de Bisbee expects sell out field
02 Mar 2004	Professional Bike Racing Comes to Red Wing

Men's Individual Standings	Men's Team Standings
Women's Individual Standings	Women's Team Standings

PART ONE: GENERAL OFFICIATING PRINCIPLES

Once you click on that link, you will see a map of the United States. Simply click on your state for a list of important contacts in your area.

The screenshot displays the USA Cycling website interface. At the top left is the USA Cycling logo. To its right are three small images: a cyclist on a road bike, a cyclist in a blue jersey, and the USA Cycling Development Foundation logo. Below the logo is a navigation menu with categories: MOUNTAIN, ROAD, TRACK, CYCLO-CROSS, BMX, COLLEGIATE, RESULTS & RANKINGS, and HOME. On the left side, there is a vertical menu with various links such as 'My USA Cycling', 'Photo Gallery', 'Merchandise', 'Search', 'Membership', 'Buy/Renew License', 'Rider's Resources', 'Event Organizers', 'Local Resources', 'Clubs/Teams', 'Coaches', 'Mechanics', 'Officials/Rules', 'Events', 'National Championships', 'Racing Series Calendar', 'Junior Events', 'Search Events', 'Athlete Programs', 'Team Selection', 'Athlete Bios', 'Development Programs', 'Anti-Doping', and 'About USA Cycling'. The main content area features a map of the United States titled 'USA Cycling State Information', with each state labeled with its abbreviation. A yellow box with an arrow points to Texas (TX) and contains the text 'Click on Texas, for example'. To the right of the map is a vertical banner for the '2004 RAAM NBC SPECIAL' with the text '2005 SIGN UP CLICK HERE' and 'JAN 22 2:30-4:30 EST CHECK LOCAL LISTING CLICK HERE'. The bottom of the page shows a small portion of a navigation bar with the word 'Texas' visible.

USA Cycling

- ▶ MOUNTAIN
- ▶ ROAD
- ▶ TRACK
- ▶ CYCLO-CROSS
- ▶ BMX
- ▶ COLLEGIATE
- ▶ RESULTS & RANKINGS
- ▶ HOME

USA CYCLING DEVELOPMENT FOUNDATION

My USA Cycling

- Photo Gallery
- Merchandise
- Search
- Membership
- Buy/Renew License
- Rider's Resources
- Event Organizers
- Local Resources
- Clubs/Teams →
- Coaches
- Mechanics
- Officials/Rules
- Events
- National Championships →
- Racing Series Calendar →
- Junior Events →
- Search Events
- Athlete Programs
- Team Selection
- Athlete Bios
- Development Programs
- Anti-Doping →
- About USA Cycling

Cycling in Texas

Texas Bicycle Racing Association (TXBRA)
 Bonnie Walker
 12725 Oxen Way
 Austin, TX 78732
 (w) 512.340.6003 or (h) 512.266.2484
 720.302.5979
bonnie.walker@txbra.org
www.txbra.org

Texas Mountain Bike Racing Association (TMBRA)
 Toblin Behling
 308 Elmwood
 New Braunfels, TX 78130
 830.606.4262
behling@usa.net
www.tmbra.org

NORBA Manager
 Kelli Lusk
 PO Box 45
 Amherst, MA 01004
 413.256.6371
 413.256.6271 Fax
klusk@usacycling.org
www.usacycling.org

These are your contacts in Texas.

Insight Race Across America
 2005 SIGN UP
 CLICK HERE

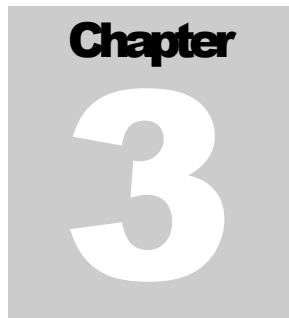
2004 RAAM
 NBC SPECIAL
 JAN 22
 2:30-4:30 EST
 CHECK LOCAL LISTING
 CLICK HERE

Internet

Quick Fact Check # 1

1. Who assigns commissaires to the World Championships?
2. What are the four associations of USA Cycling?
3. Which association sanctions the National Cyclocross Championships?
4. What group assists the Technical Director of USA Cycling with rules interpretations and assignment of officials?
5. What is the URL for the USA Cycling webpage?
6. Where can you find quick information about your region's contacts?

Quick Fact
Check # 1:
1. The UCI
2. USCF,
USPRO,
NORBA, and
NCCA
3. USCF
4. The
Technical
Commission
5.
www.usacyclin
g.org
6. Local
Resources on
the USA
Cycling
webpage



III. Overview of Officials Program

This section summarizes the official's program. For questions, please contact your Regional Coordinator, Local Association, or USA Cycling's Technical Director.

Age and Requirements for Upgrading

Officials are categorized for road, track, and mountain bike. The beginning level is C, followed by B, A, National Commissaire, and International Commissaire.

Certification Requirements

Grade	Certification
Category C Road, Track, Cyclocross, Mountain Bike	Minimum age: 16 Requirements: <ul style="list-style-type: none"> • A category C official has completed and passed a Category C course offered by a club, Local Association or an official. • Instructor: At least a Category A official • Seminar: 1 day • Passing Grade: 70% (Open book exam) • Badge: USCF Official or NORBA Official for MTB or USAC Official for both.
Category B Road, Track, Cyclo-cross	Minimum age: 18 Requirements: <ul style="list-style-type: none"> • Minimum of 10 races in road, track, or cyclo-cross. The official must show that he has worked in a variety of positions for each of the disciplines in which an upgrade is sought and has spent a minimum of 1 season as a Category C. • A category B official has completed and passed a Category B course offered by a Local Association or by an instructor appointed by the Technical Director. • Instructors: National Commissaire.

PART ONE: GENERAL OFFICIATING PRINCIPLES

Grade	Certification
Category B Road, Track, Cyclo-cross (contd.)	<ul style="list-style-type: none"> • Seminar: 2 days • Passing Grade: 70% Badge: USCF Official
Category A Road, Track, Cyclocross, Mountain Bike	Minimum Age: 21 Requirements: <ul style="list-style-type: none"> • A minimum of 2 seasons as a Category B official. • The 25 race minimum must include at least 2 stage races. • At least four of the 25 minimum events must be at the National level or higher. • Must have worked at least <ul style="list-style-type: none"> ○ Road <ul style="list-style-type: none"> ▪ 5 road races as Chief Referee ▪ 5 road or 'cross races as Chief Judge ○ Track <ul style="list-style-type: none"> ▪ 5 track races as Chief Referee ▪ 5 track races as Starter ▪ 5 track races as Chief Judge or Secretary • A Category A official has completed and passed a Category A course approved by the NTC. • Instructors : International Commissaires or National Commissaires • Seminar: 3-4 days • Passing Grade: 75% • Badge: USCF Official or NORBA Official for MTB or USAC Official for both.

USA CYCLING RACE OFFICIALS MANUAL

Grade	Certification
<p>National Commissaire</p> <p>Road, Track Cyclocross, Mountain Bike</p>	<p>Minimum age: 23</p> <p>Requirements:</p> <ul style="list-style-type: none"> • Must have completed and submitted a formal application and submitted it to USA Cycling within the announced deadline. • Must have been a Category A official for at least 2 years. • Must have worked a minimum of 50 races—road, track, or cyclocross – since having become a Category A official. Of these 50 races, at least 10 must have been at the National level or higher. <ul style="list-style-type: none"> ○ Road: <ul style="list-style-type: none"> ▪ Chief Referee (20 days of racing) at any level provided at least 3 were at the National level. ▪ Chief Judge (5 days of racing) at any level provided at least 2 were at the National level. ○ Track <ul style="list-style-type: none"> ▪ Chief Referee (20 days of racing) at any level, provided that least 3 were at the National level ▪ Starter (5 days of racing) at any level, provided that at least 2 were at the National level ▪ Chief Judge or Secretary (5 days of racing) at any level. • A National Commissaire has completed a UCI approved National Commissaires course covering road, track, mountain biking or cyclocross and passed the NC examination. • Instructors: International Commissaires selected by the National Technical Committee and approved by the UCI • Seminar: Taught as a week-long road, track and cyclocross NC course or as a partial week mountain bike NC course. (USA Cycling’s objective is to offer separate in-residence NC courses for road, track, and cyclo-cross and for mountain biking every 2 to 3 years at one of the US Olympic Committee’s Olympic Training Centers – OTC) • Passing Grade: 80% • Badge: National Commissaire

PART ONE: GENERAL OFFICIATING PRINCIPLES

Grade	Certification
International Commissaire Road, Track Cyclocross, Mountain Bike	Minimum age: 25 Requirements: <ul style="list-style-type: none"> • Must have worked a minimum of 2 years as a UCI National Commissaire and be recommended by your National Federation as a candidate for the course • An International Commissaire has completed and passed a UCI run International Commissaires course and exam for road, track, mountain biking or cyclocross. • <i>Instructors:</i> UCI approved International Commissaires • <i>Seminar:</i> Typically taught over 8-10 days • <i>Badge:</i> As specified by the UCI when fulfilling a role reserved to International Commissaires under UCI regulations, otherwise a National Commissaires badge

Maintaining Your Officials' License

To remain an official in good standing you must purchase an official's license – the fee is \$35.00 per year. It is recommended that you attend an officials' seminar annually and work a minimum of 2 races per season.

Recommended Assignments

Category	Discipline	Recommended Assignments
Category C	Road	Assistant Referee or Assistant Judge at local or regional events (May serve as Chief Referee, Chief Judge at local events if higher graded officials are unavailable.)
Category C	Track	Assistant Referee or Assistant Judge at club or regional races
Category C	Cyclocross	Assistant Referee or Assistant Judge at club or regional races
Category B	Road	Chief Referee or Chief Judge at local or regional races
Category B	Track	Chief Referee, Chief Judge, Starter or Secretary at local or regional race
Category B	Cyclocross	Chief Referee or Chief Judge at regional races
Category A	Road	Chief Referee of Regional Championships and at all domestic road events except for National Racing Calendar events; Assistant Referee at all races (except Commissaire panel member positions at UCI races); Chief Judge at all races

USA CYCLING RACE OFFICIALS MANUAL

Category	Discipline	Recommended Assignments
Category A	Track	Chief Referee or Starter of Regional Championships; Assistant Referee at all races, except Commissaire panel member positions at UCI Class 3 and higher races; Chief Judge at all races
Category A	Cyclocross	Chief Referee of Regional Championships and at all domestic cyclocross events, assistant referee at all events (except Commissaire panel designation at UCI events; Chief Judge at all races
Nat Comm (NC)	Road	Chief Referee of any National Championships and at all domestic road races; Assistant Referee at all races; Chief Judge at all races
Nat Comm (NC)	Track	Chief Referee of any National Championships and at all non-international races; Starter at all races (except World Cup races and World Championships); Assistant Referee at all races; Chief Judge at all races
Nat Comm (NC)	Cyclocross	Chief Referee of National Championships and at all non-international races; Assistant Referee or Chief Judge at all races
Int Comm (IC)	Road	All
Int Comm (IC)	Track	All
Int Comm (IC)	Cyclocross	All

**Race
Appointments**

Officials are appointed by USA Cycling (Technical Commission, Regional Coordinator, or Local Association) to oversee the conduct of the race and to ensure compliance with the regulations. The primary characteristics to be considered include an individual's ability to apply Federation regulations impartially, decisively and correctly and to effectively and reliably manage cycling competitions in a manner that fosters respect for the sport of cycling.

Uniform

Khaki slacks, skirt or shorts with a light blue shirt. A navy blue tie and blazer are optional. Motor referees wear black and white striped shirts. Service Pit officials may wear the black and white striped shirt. A "USCF Official" or "National Commissaire" patch is worn. The Chief Referee will designate the uniform requirements for a particular event

Equipment

Required Equipment: Stopwatch, whistle, rule book, pens, pencils, clipboard, paper, tape, report forms, incident reports, tape recorder, race schedule, weather protection (rain gear, sun screen, sun glasses, etc), wristwatch, tape measure.

Recommended Equipment: Paper clips, stapler, safety pins, post-its, envelopes, felt tip markers, tape recorder, plastic bags (turkey bags).

Optional Equipment: Calculator, FRS radio, binoculars, bull horn, starting pistol, spare bell, lap cards

PART ONE: GENERAL OFFICIATING PRINCIPLES

Officials' Fees

Race Category	Chief Referee	Chief Judge, Chief Timer at a TT, Starter & Secretary at Track	Other Officials
A	\$175	\$125	\$100
B	\$125	\$100	\$75
C-E	\$80	\$60	\$50

The organizer pays licensed officials a daily fee based on the highest race category for that day, plus the cost of reasonable and necessary travel.

For any race day lasting longer than 8 hours, the officials will receive an additional \$25.

Officials who work on a non-competition day (for example doing registration or attendance at team meetings) will receive one half of the daily fee.

For stage races, officials will receive the full daily fee for each day, including any rest days.

The organizer will pay \$25.00 for a pre-event venue inspection plus \$15.00 for each inspection report in addition to travel expenses.

Officials' Expenses

The organizer pays for round trip transportation from the officials' home at 36 cents per mile or provides airfare when appropriate.

In one day races lasting 5 hours or more, the organizer must provide a meal or pay a fee of \$10.00.

For races of more than one day, the organizer must provide either two meals a day or pay a fee of \$25.00 per day.

The organizer must reimburse other expenses that are reasonable and necessary for the officials' duties.

Specialty Courses

USA Cycling also certifies officials in three specialties – motoref, starter, and race secretary. These courses occur periodically and lead to a notation on your official's license. Currently, motorefs are categorized as C, B, or A. The Starter and Race Secretary will be a yes/no on the license.

The program has been divided into a nationally managed portion and a regionally managed portion. Mentoring for National Commissaires and some Category A officials will be managed by USA Cycling while mentoring for Regional officials will be handled by the Local Associations.

Students will have a primary mentor who manages his mentoring program. The primary mentor will try to guide the student into a variety of race types and officiating responsibilities. At the race, the student will have an on-site mentor, who will fill out part of the mentoring form and work with the student for the best educational experience.

Mentoring Program

The mentoring program has been developed to enable officials to enhance specific knowledge, skills or capacities in an area of developing expertise.

- Participation is voluntary at all levels
- A mentor may have more than one student
- A student may have more than one mentor, although only one will be designated as a primary mentor.
- Both the mentor and student must agree to the pairing.
- Mentoring is not an evaluation; it is a learning tool. Mentoring, or the lack thereof, will not be a formal part of the upgrading process
- The main goal is to give the student an opportunity to learn from as many experienced officials in the widest variety of situations

Evaluation of Officials

As of 2005, USA Cycling will be resuming a formalized evaluation procedure for officials. Selected events and officials will be evaluated by outside evaluators, who are themselves experienced officials. This will begin at the national level in 2005 and carry down to the local level soon after. See Appendix 1 for a copy of the Evaluation Form.

Code of Ethics

The following code is generally accepted by all sports for their officials and is adapted here for USA Cycling officials.

- I will maintain the utmost respect for the sport of competitive cycling.
- I will conduct myself honorably at all times and maintain the dignity of my position.
- I will honor an assignment or any other contractual obligation.
- I will attend training meetings and clinics so as to know the rules and regulations of cycling, their proper interpretation and their applications.
- I will strive to achieve maximum teamwork with my fellow officials.
- I will be loyal to my fellow officials and never knowingly promote criticism of them.
- I will interact with the event participants by being courteous and considerate without sacrificing fairness.
- I will do my utmost to assist my fellow officials to better themselves and their work.

PART ONE: GENERAL OFFICIATING PRINCIPLES

- I will not give the appearance that a race jury decision was not unanimous.
- I will not discriminate against nor take undue advantage of any individual group on the basis of race, color, religion, sex, or national origin.
- I consider it a privilege to be a part of USA Cycling and my actions will reflect credit upon that organization and its affiliates.

Quick Fact Check #2

1. What is the experience requirement to move from category B to category A official?
2. Which officials typically wear a black and white striped shirt instead of a blue shirt?
3. What specialty officials courses are offered by USA Cycling?
4. When an official enters the mentoring program, does he have to accept a mentor assigned by USA Cycling?

Quick Fact
Check #2:
1. Two years
and 25
races.
2.
Motorcycle
referees and
pit referees.
3. Motoref,
starter, and
race
secretary
4. No,
mentor
pairings
must be
accepted by
the mentor
and student

IV. Basic Principles of Officiating

Characteristics of Good Cycling Officials

In no other sport are so few officials asked to supervise so many competitors who are going so fast! It is critical that you learn the proper techniques and mechanics of cycling officiating to optimize your supervision of a race meet.

It seems safe to assume that you are reading this because you want to become a good official or to become a better official. Just as athletes are constantly striving to better their performances, so must we. Rules change, better techniques are developed, technology improves and we must keep up.

Management
Supervision &
Decision

Let's consider a few basic principles of sports officiating.

Why do we have officials at sporting events? We've all played games with our friends, family and schoolmates without officials. It works, provided everyone is honest, trusts everyone else, everyone is paying attention to the whole game and the stakes aren't high enough to erode the morals. Basically, officials are there to reinforce good sportsmanship. We provide objective observations from the best vantage point to determine placings and proper conduct. We allow the competitors to focus all their attention on their own performances, safe in the knowledge someone is "watching the other guy."

Why are you an official? Perhaps you love the sport, saw this as a way to maintain involvement after your competitive career ended, saw a need for good officials and wanted to help. Maybe you have a flair for organization, are a good manager and enjoy being involved with a growing sport. Because you care about fairness, you want to be the best official you can.

Know the
rules.

Apply them
fairly,
impartially and
reasonably.

How can you best accomplish this goal? Know the rules. Know all of the rules. Know what all of the rules mean. That is, know the Technical Commission's interpretation of each rule. It is not fair to the riders to insist your interpretation is better than the Technical Commission's. Riders travel and race under many different officials in the course of a year. Simple justice demands they find the same rules each time. One of the goals of this manual is to provide you with case studies and interpretations approved by the Technical Commission.

Once you know the rules, you should feel confident that you will make good decisions. When riders, coaches, organizers and even other officials have questions, you will be able to answer and explain them correctly because you know the rules and – perhaps more importantly – why the rule exists and how it should be applied. This enhances your poise and allows you to remain calm at all times. Where the rules do not specifically address the point, you will use good judgment to make reasonable, common sense decisions. Also, once you have made such a decision you will not be easily swayed from it. It will become obvious that you know what you mean and mean what you say. This will earn you the respect of the competitors, even when they don't agree with you. You will remain open to the possibility of better methods and better strategies. You will develop good rapport with riders, coaches, managers, organizers and other officials because you understand what needs to be done and you share a common goal: a safe, fair, professional looking bicycle race that is won by the most capable competitor that day.

Fairness,
Integrity &
Confidentiality

An official has to earn the respect and confidence of the competitors before he can be truly effective. While those riders who have been exposed to only good officials are predisposed to trust others, those who have not been so fortunate will be inclined to distrust you. Riders who do not know you may try to test you to see if you are competent. So long as you maintain the goal of a safe, fair race and remain consistent you should have minimal problems after the first or second meeting with them.

PART ONE: GENERAL OFFICIATING PRINCIPLES

An official must be above suspicion. Fairness and integrity must be our bywords. We must not only be fair, but we also must give the appearance of fairness. Certainly it is possible to make fair judgments while wearing a hat or warm-up jacket of the Acme Bike Shop team, but if you then disqualify the rider who placed ahead of a Team Acme rider, who will believe you are truly objective?

An official must always support the decisions of the Chief Referee or the decisions of any Protest or Appeals Jury on which he might sit. Any doubts you have will be cleared up in private so when you meet the public, any decision is unanimous. An official who violates this trust will soon find himself excluded from any further discussions. A valuable learning tool will be lost if this occurs. Remember that professionalism and integrity are essential components of the good official. Strive to improve your skills and to help other officials to improve theirs. Compliment other officials on their work and always do your best so you don't let them down. Good officials compliment and complement each others' abilities.

Understanding the rider's point of view will help you calm situations that inevitably arise. You won't be unconsciously antagonizing them, or cause the escalation of a discussion to an argument simply because a rider feels you don't hear the problem. Courtesy is key here. When a competitor wants to discuss something with you, give him your attention. When you have made your decision, there is a world of difference between saying, "You are disqualified and that's all there is to it", and saying, "You have my decision, thank you." If you should be guilty of some rudeness, apologize. Recognizing your human frailty and atoning for it will enhance your stature more than issuing edicts.

Understand what motivates the rider. Physical exercise, validation of self, perhaps friends or family are watching, or he is trying to earn the respect of other riders. Competitors have a lot of ego and a lot of adrenaline flowing both during the competition and for a time afterward. Both traits will cause tunnel vision and a loss of logical thought. Remember, most athletes are inherently honest.

A rider who suffers a mishap may believe he deserves a special break to make up for it. It will help if you remember life is not always fair, and neither is bicycle racing. There are glass shards, potholes, dogs, cars and wrong turns all lurking in wait for a luckless victim. Sometimes there is nothing you can do to make it better for an unfortunate competitor.

Empathy comes naturally to a good official. "I can understand how upsetting it is to have come all this way and not be able to race because you don't have your license with you. I'm sorry the rules leave me no options." Seek to make the rider your ally. Instead of saying, "Unfold your number because I said so." you might be better to say, "You have to unfold your number. It is too hard for the Judges to read and we want to be sure to place you properly." Most riders will understand the logic in that!

Educating the riders is preferable to "teaching them a lesson they'll never forget". Most of the competitors in our sport are woefully misinformed about the rules under which they race. It is likely that riders received their licenses but not a rule book, and therefore, have no way of knowing the rules. This is especially true in the case of uniform and equipment standards. Try to be diplomatic. Ask the rider if he understands what he did wrong. Riders have inquiring minds too. You can refer a rider to the USAC website, www.usacycling.org to get the rule book.

Enforce all of the rules every time. The Category 5 rider who is allowed, without comment, to wear his World Championship jersey in three or four races, will of course be belligerent when someone finally tells him he can't. Support your peers. Don't leave it for them to re-educate riders you ignored. No official likes to hear, "But last week the Chief Referee let me do it."

Reflecting is a technique that can be most useful with agitated riders. It consists of saying back, in your own words, what you believe you heard the rider say. It will help you get the true picture of the rider's problem while helping him clarify in his own mind what he wants from you. It has an additional benefit of reassuring the rider that you are listening.

Role playing is helpful in learning non-inflammatory responses. For example, a rider runs up to you screaming, "Did you see what he did?" Some possible responses are:

"Yeah, so what?"

"Of course I saw it."

"So what did you do to deserve it?"

"If I didn't see it, it didn't happen."

"If you want to protest, you need to follow the directions in the rule book. You'd better hurry you only have 15 minutes."

"Tell me exactly what's wrong."

"Calm down a little, then we can talk about it."

As you can see, some of these replies will agitate the rider further, while others will calm the situation.

Characteristics of Top Officials

There are certain characteristics that all top officials have in common.



Consistency

- What riders may perceive as “inconsistent” officiating may be due to the varying experience levels of officials. It may also occur due to a slightly differing situation that is perceived by the rider(s) as being the same.

Rapport – Feeling for the racer

- Good officials can anticipate how a race will develop, and can anticipate situations before they develop. Be a student of the sport, and your ability to “read” a race will grow immeasurably.

Decisiveness

- Do NOT wait for the rider(s) to complain about an incident.
- Avoid controversy by making quick, decisive calls. Be firm but fair.

Poise

- Remember, no matter how good you are, you will always make some of the people unhappy. You can’t please everyone.

Integrity

Good Judgment

It’s easier to make decisions when you have a sound knowledge of the rules.

- A lack of concentration can result in poor judgment when decisions have to be made.

PART ONE: GENERAL OFFICIATING PRINCIPLES

Confidence

- Have belief in your abilities.
- Maintain a positive attitude.

Enjoyment/Motivation

The Top 17 traits most important to excellence in officiating

The following comes from a Special Report from the National Association of Sports Officials (NASO) – Sports Officiating 2002 – Evaluating Officiating Performance Results from a survey of 1000 officials around the USA, the

majority of which were experienced officials.

1. Knowing the rules of the game or contest
2. Being consistent
3. Being honest
4. Being fair
5. Displaying sound judgment
6. Knowing correct officiating mechanics
7. Displaying good game/contest management skills
8. Working well with partners/crew members
9. Having a feel for the game
10. Reacting properly under pressure
11. Displaying good communication skills
12. Being decisive
13. Displaying a positive attitude
14. Presenting a favorable appearance
15. Understanding the strategy of the game or contest
16. Interacting appropriately with coaches and players
17. Being approachable

Psychology of Officiating

Good officiating is not something that just happens. Just as the athletes must train their minds and bodies for competitions, so must a good official train to

be at his best.

This section discusses the basics of the psychological skills necessary for officiating. For more in depth information, try reading *Psychology of Officiating* by Robert S. Weinberg and Peggy A. Richardson.



Pre-event Preparation

1. Pre-event
 - a. Physical Preparation – Pay attention to sleep and diet.
 - b. Conditioning – Cycling has more emotional than physical demands.
2. Event Strategy
 - a. Analyze your strengths and weaknesses – Be honest in your self evaluation
 - b. See the race from the riders' perspective but remember you are the official.
3. Mental Preparation
 - a. Imagery – Mentally rehearse good officiating techniques. Mentally rehearse positive performance results.
 - b. Concentration – Extremely important in any sport, but especially so in ours.
4. Post Event Evaluation
 - a. Gather feedback from others, work with your mentors
 - b. Give yourself an evaluation – be honest – no one else will hear it!

PART ONE: GENERAL OFFICIATING PRINCIPLES

Communication

1. We communicate verbally and non-verbally
 - a. Body language – 55%
 - b. Paralanguage – 38% (“It’s not what you say, but how you say it!”)
 - c. Verbal language – 7%
2. We communicate with:
 - a. Riders, coaches
 - b. Race organizers, police, medical personnel
 - c. Officials
 - d. Media

Confidence

1. Have belief in your ability
2. You should be confident but never over-confident
3. To build confidence, know the rules, get as much experience as possible and attend official’s seminars.

Motivation

1. Important to establish goals.
2. Set both short term and long-term goals. Be realistic!

Concentration

Cycling officials frequently have to maintain high levels of concentration for long periods of time.

Imagery

1. Pre-race: Visualize the event showing yourself successfully completing your duties, making good decisions.
2. Post-race: Visualize decisions you have made. If you feel you should have handled the situation differently, examine the way it was handled but focus on the way you want to handle it next time. You want to reinforce the positive. Review, but do not dwell on, negative thoughts or feelings.
3. To visualize your role at the event, you need to know what your assignment will be. Consequently it's important for the Chief Referee to inform his officials of their assignments prior to race day so you are able to rehearse mentally.

Quick Fact Check # 3

1. A famous coach once said, "I don't care if the official is a jerk, as long as he is a jerk to everyone." What characteristic of a good official is he referring to?
2. An official is in a corner of a turn and witnesses an incident. A rider later rides up to him and complains about what a rider did to him. The official then goes and reports an incident to the Chief Referee. What characteristic of a good official should this official work on?
3. You made a bad call and now you are thinking about it on the drive home. What is the best thing to do? What should you not do?

Quick Fact
Check # 3:
1. Consistency
2. Decisiveness
3. Learn from
your mistake,
avoid making
the same
mistake again.
Do not dwell on
it.

V. General Racing Rules

Definitions

Disqualification: Disqualification is a penalty that causes a rider or team to lose placing in a race and to be ineligible for any prizes or subsequent heats in the race.

Elite Rider: An Elite rider is one who satisfies any of the following conditions:

- Has a racing age of 23 to 29
- Is member of a UCI Pro Team or Professional Continental Team
- Has a racing age of 30 years or older and is a member of any UCI Team
- Has a racing age of 30 years or older and has competed in any elite UCI World Cups, World Championships, Pan American Games, Pan American Championship, or Olympic Games within the current calendar year.
- Riders who are classified as Elite per part D above are classified as such only in the discipline in which they competed.

Event Permit: A non-exclusive authorization issued by the Federation to a member club or an organizer to conduct a race event of a specified type at certain location(s) on specified date(s).

Hearing: A Hearing is a formal request for review by a hearing panel of a suspension or qualification to race.

Licensees: Licensees are persons holding Federation licenses, such as riders, officials, coaches, trainers, and mechanics.

Mishap: A mishap is a crash or mechanical accident (failure of an essential component). A malfunction due to misassembly or insufficient tightening of any component is not deemed to be a valid or recognized mishap.

Open Race: A race in which members of UCI Men's road or track teams may compete

Organizer: The person named as such in the race permit. This is also the person responsible to the Federation for the proper organization of the race event.

Prize List: Consists of all prizes and primes arranged for in advance by the organizer. The prize list for a race event is the sum of the prize lists for the individual races. Permit fees are established based on the total prize list, however the category of a USCF event is based on the prize list of the race with the largest prize list.

Professional: A professional is a registered rider of a UCI Team. All Trade Team riders are elite riders regardless of age.

Protest: A Protest is a formal request by a rider or team manager to have a race official review a decision or oversight.

Race Entry: The process of paying a fee and making a commitment to compete.

Race Event: One or more races covered by a single race permit, not necessarily limited to one day

Racing Age: The rider's age on December 31st of the current year.

Registration: The process (normally conducted on race site) of presenting a license and picking up race information and numbers.

Exception: A rider's cyclocross racing age is his/her racing age on the 1st of January that is included in the same cyclocross season.

Relegation: Relegation is a penalty consisting of a loss of position, points or time, depending on the type of race. It may be assessed against a rider, a team, or both. Relegation of support personnel in a road race consists of placing their vehicle farther back in the caravan.

Suspension: Suspension is a penalty imposed under USA Cycling Policy IV in which a licensee is ineligible to participate in cycling events for a determined period of time.

UCI Team: is a team registered with the UCI. These include UCI Pro Teams, Professional Continental Teams, Continental Teams, Track Teams, Mountain Bike Teams, and Women's UCI teams.

Under 23: A rider with a racing age of 19 through 22. A rider in this age range who is a member of a UCI pro team is classified as an Elite. A rider in this age range who is a member of other UCI Teams is not classified as an Elite.

Youth Race: A youth race is a race held only on a closed course that is open only to riders with racing ages below 10, or up to 15 if there is no junior race specifically for riders of that age

Event Categories

Event categories of each race or race series are determined separately for each racing class and are based on the total of all prizes for that class only.

Category	Track	Single Road	Stage/Series
A	\$10,000	\$10,000	\$20,000
B	\$5,000	\$5,000	\$10,000
C	\$2,000	\$2,000	\$5,000
D	\$500	\$500	0
E	0	0	0

- **Category A Races:** National Championships and UCI Races. Entry into non-championship races is restricted to Category 1, 2 Elite men and members of UCI Teams; Category 1, 2 and 3 Elite women
- **Category B Races:** Entry is restricted to Category 1 and 2 riders for Elite men's races; Category 1,2 and 3 for junior and women's events

PART ONE: GENERAL OFFICIATING PRINCIPLES

- Category C Races: Non championship final trials for Olympic, Pan American Game and World Championship teams.
- Category D Races: State Championships and multiple day races including Stage Races
- Category E Races: All those that do not qualify for higher categorization.

Events are based on the category with the largest prize list. Usually this will be the Elite Men category 1-2 race.

Protests/Hearings

A protest is a formal request that an official review an incident on the course, an oversight, or one of the official's own decisions. The fee for some protests is \$20, which will be returned to the protestor if the protest is upheld.

Protests Regarding Results

Think of this as more of an inquiry than a protest. Remember, it need not be written and there is no protest fee. Such a protest must be made within 15 minutes after the results were posted. You must maintain control of the process.

In all cases, reach a decision promptly, and report back to the protestor right away. If you deny a protest, the rider may give further information. Unless new data are offered, consider the case closed. Tell the rider, "You have my decision", then walk away. Never argue! Above all, don't feel or act defensive about "your" results. If they are right, they will stand up to protest, and if wrong, then no one should have a stronger interest in seeing them corrected than you.

It is very natural for a rider to think he placed higher than indicated by the results. Riders cannot possibly see the other riders at the same time they see their front wheel break the vertical tangent to the finish line. A faster moving rider will always think he won, and often the slower moving rider will agree even after seeing photofinish film to the contrary. Posting additional placings beyond the prizes helps forestall protests from those who were "pretty sure" they placed. Seeing one's name in 11th place lets one know the Judges didn't just miss him.

The 15-minute protest time is there to keep the program moving and to allow the prizes to be given away. Do not stand on incorrect results just because the 15 minutes is up. If you know the results are wrong, fix them! If the prizes have been given out already, it may be too bad for the protesting rider who showed up late, but the correct results should still be published, and any points corrected.

Protests Concerning Incidents on the Course

This type of protest is presented when a rider or manager wishes to protest something illegal that happened during the event. This protest must be in writing, accompanied by the protest deposit specified in the schedule of fees, and must be made within 15 minutes of when the protesting rider finished. Seclude yourself and meet with protestors one at a time. It is important for each protestor to feel you are really listening to him and you will evaluate the evidence carefully. Listen to each protest and examine your information to reach a decision. It may be necessary to send the rider back outside while you and your assistants review and decide. You will need to weigh conflicting pieces of evidence according to the objectivity, experience, and proximity of the observers.

This type of protest is tricky by its very nature. If an official has seen the incident, then a protest would not be necessary because you would already have decided if a penalty was warranted. If no official sees the incident, then it is difficult to make a decision. Internationally, the officials would never accept a protest that was unverified by an official. In this country, we have a little more latitude, but you must be very careful. One rider's word over another's is not sufficient. Obviously, if 100 riders from different teams all submitted protests concerning the same rider, you can be pretty sure something happened. Whenever you receive such a protest, hold off making any decision until you have met with all parties concerned.

Protests Against a Race Decision

A rider or manager may protest the decision of the Chief Referee. Such a protest is handled like a protest concerning an incident on the course. The protest is heard by the Chief Referee himself or a jury made up of an odd number of officials, including the Chief Referee. This is a very difficult protest for the rider to win. Why would the Chief Referee overturn his own decision?

Usually a protest jury will back the Chief Referee. However, if the Chief Referee acted without consulting other officials, it is possible he will find the rest of the crew does not agree and they will overturn the decision. Common protests include those to reinstate a rider eliminated by the time cut and those to reduce a time penalty in a stage race, as well as those against relegation or disqualification for a centerline violation. In baseball, the umpire is right even if he is wrong. Only in recent years have baseball umpires started meeting on specific types of close calls – and it is still very rare for a decision to be changed. We are not so dogmatic in cycling, but it still looks bad to reverse decisions. Get the decision right the first time, and it will not have to be reversed. It should take some very compelling evidence before you would vote to reverse the decision of the Chief Referee.

However, the most beneficial part of a protest against either a race decision or an incident on the course is that the rider gets “his day in court.” Sometimes this is all the rider really wants. Everyone wants to be heard. The process, when carried out correctly and sympathetically, leaves everyone feeling better about the outcome, even when it does not go the way the protester wanted.

Eligibility of a Rider or Equipment

These types of protests are also more like inquiries. There is no fee and they must be made before the race. In junior races, a rider may claim another rider is not really a junior. A quick look at his I.D. will clear that up. In a master's race, a rider may claim another master is ineligible because he earned elite status by being on a UCI team or by riding a UCI race. A look at the published lists of elite riders will answer that question. Sometimes riders protest the use of certain equipment. Be sure you know what is legal and what is not so, when you check the piece in question, you will be able to rule quickly. These protests should be made before the race is started.

Hearings and Appeals

A hearing is formal process involving a hearing panel and is organized according to USA Cycling policy III or IV, depending on the nature of the grievance. The most common hearings deal with suspensions. The fee for a hearing is \$200, which is non-refundable regardless of the outcome.

It is important to remember that a rider who disagrees with an official's call during the race (a field of play decision) may only file a protest, but the decision is not subject to appeal via a formal hearing.

Penalties

The actions discussed in this section may be taken when USAC regulations are broken. They are listed in order of increasing severity. The Chief Referee is responsible for determining and enforcing any penalties. The assistant referees may submit recommendations for penalties to be assessed to the Chief Referee, but cannot issue any penalty unless authority was given by the Chief Referee.

Recommended penalties for first offenses are listed throughout the rule book. Subsequent offenses of the same type, by the same rider, within a year of the first offence should receive greater penalties. In other words, you have given a rider a warning about riding without his helmet. This may have occurred at the first race of the season. If you note the same rider, later during the year, again riding without his helmet you would now issue a fine or even a stronger penalty. Warning

This may be given for a minor infraction of the rules. It may be a verbal warning given by any official. Prior to the event it may be sufficient to give only a verbal warning. For those incidents occurring during the event, it is best to include the warning in the race results or race announcements.

Fines

Some rules also have suggested fines listed, such as a fine for warming up without a helmet. Most of the infractions in the stage race section of the rulebook have associated fines. USA Cycling publishes a form to use when you issue a fine. This form has a part that goes to the fined licensee and a part that is submitted to USAC (see Appendix 1). It is very important that if you issue a fine, you deliver the sheet to the rider or the rider's team manager, rather than just turn in the fine sheet with your report. Similarly, fines issued for conduct during the

PART ONE: GENERAL OFFICIATING PRINCIPLES

event should be summarized in a communiqué issued when results are posted. At smaller events, these fines can be added at the bottom of the results sheet. In either case, it is imperative that the action taken be communicated to racers and managers.

Relegation

This refers to a loss of position and is generally the result of an incident that has affected the outcome of the event. A Relegation is assessed by the Chief Referee only. A rider is generally relegated to the back of his group. In other words, if a rider finishes first in a group of 5 riders which has gained three minutes on the field, he would be relegated to 5th place, and NOT to last in the field. The relegations should also be reported in the race results.

Disqualification

This results in the removal of the rider from the results of the event. It can only be assessed by the Chief Referee unless he has given prior authority to the assistant officials. To maintain control of a road race it may be necessary to give authority to motorcycle or follow vehicle officials to disqualify riders for centerline violations. It should be reported in the race results.

Suspension

A Suspension can only be issued by USA Cycling. Recommendations for suspension are filed by the Chief Referee in his race report. Any incident worthy of suspension should be reported immediately to the Local Administrator, Regional Coordinator or Regional Manager. A rider may only be suspended after due process, which is described in USAC Policy IV.

Rule

Interpretations

USA Cycling and its associations have rulebooks that give the racing rules and bylaws applicable to a wide variety of races and situations. Most of the rules are not subject to interpretation. However, there are often times when the meaning and application of a rule are subject to interpretation. There are several people and groups that are involved in rule interpretations.

Chief Referee

On the day of the race, the person who is in charge of interpreting the rules is the Chief Referee. One of the most quoted of rules in the USCF rulebook is the following:

114. Chief Referee.

(a) The chief referee supervises the general conduct of each race. The Chief Referee is empowered to interpret and enforce the rules of the Federation and to make a ruling on any point that is not specifically covered in the rules.

While that may sound like the Chief Referee is omnipotent at a race, many of the rules are more black and white than they are grey, and a Chief Referee is not authorized to make up unique rule interpretations. Common sense and precedent must always be applied.

Assistant Referees

There will be occasions where the job of interpreting the rules is delegated to an assistant referee. An example would be the centerline rule in a road race. A referee in a follow vehicle will have to make a judgment about which situations involving a rider crossing the line are significant enough to invoke a penalty.

Board of Trustees

Each USAC association also has a Board of Trustees responsible for writing racing rules, bylaws, and for interpreting these rules and bylaws, generally at annual or bi-annual meetings.

USA Cycling Staff and Commissions

Between meetings of the Boards of Trustees, the day to day interpretation of racing rules is done by the Executive Director of USA Cycling or by his designee, the Technical Director, with the advice of the Board of Trustees. The Technical Director is assisted by the Technical Commission. Periodically, racing rule interpretations are issued and posted on the USAC website.

Quick Fact Check # 4

1. A rider crosses the line in second place. The Chief Referee decides to place him at the back of the group he was with. The rider has been _____.
2. What is the fee for a race protest?
3. What is the fee for a formal hearing?
4. Professional Continental Teams and Continental Teams are both examples of _____.
5. What is the most severe penalty that a Chief Referee can invoke?
6. At a bicycle race, who will most likely make rule interpretations?

Quick Fact Check # 4: 1. relegated 2. \$20 3. \$200 4. UCI teams 5. Disqualification 6. Chief Referee

VI. Basic Duties of Officials

This section begins an overview of the jobs of the various officials involved in a bike race, such as judges, timers, and assistant referees. These basic job descriptions are applicable to all cycling disciplines. Later in this manual, the specifics of official's jobs at a particular type of event will be discussed.

Registrar

As an official working registration at a local event you will be expected to give directions and/or instructions to the members of the race organizer's staff that are handling the registration process. It's important for these volunteers to ensure that release forms are correctly filled out, rider licenses are checked thoroughly, that riders get entered in the class and category as printed on the license. Information from the license must be entered onto the registration sheet. Registrars often sell on-site licenses as well. The official at registration will deal with any "problem" licenses or situations that cannot be managed by the volunteers. You should act as a buffer between the riders and the volunteers. If any questions or situations arise that you do not know how to handle, you should ask the Chief Referee for clarification.

1. The registration sheet becomes the race roster that the officials will use during the race. Registration sheets will ideally indicate the racing number of the rider, name, club/team and license number. There are a few key things that will make their jobs much easier. (See Appendix 2 for sample Registration Sheets)

- Riders should be listed in numerical order.
- Explain the importance of being able to read the information on this sheet! Illegible handwriting wastes a considerable amount of time.
- It should be noted on the registration sheets whenever there is a "duplicate" entry. Some riders wish to ride more than one race during the day. Their second or third race of the day is a "duplicate" entry. It's important for the organizer to note this as the rider does not pay insurance fees for the duplicate races.
- Make 3 copies: one for the announcer, one for the officials and one for the organizer's records

2. The Standard Athlete's Entry Blank and Release Form must be filled out completely....please, no blank spaces! The race organizer can assist in this process by entering the name of the race along with the appropriate date(s) and making copies available for the riders. The release form must be the current USA Cycling Standard Athlete's Entry Blank and Release Form. If a city, community, or sponsor requests a special release, then the riders must sign two release forms. A junior rider must sign the release and must have a parent or legal guardian sign. The release is a legal document and it's essential that the people handling registration understand the importance of its being correctly filled out. It's also important that these forms are filed. The rider's racing number should be written onto the release form, this facilitates locating the correct release form in the case of an injury. If a rider is injured and an unusual occurrence report is filed, the original release form must be sent to USA Cycling, not a copy! (See Appendix 3 for Sample of the Athlete's Entry Blank and Release Form)

3. Licenses currently exist in two formats: a domestic license and an international license. If you are going to be working at registration make several copies of a current license, both domestic and international, and enlarge them. Highlight the areas that the volunteers will need to reference and tape these copies to the registration tables so they are easily viewed by the volunteers. This should make your job, and theirs, much easier.

Teach the registration volunteers where and how to check the following:

- Is the license current?
- What is the age classification of the rider?
- What is the rider's Category and is he entered in the appropriate race?
- What is the rider's club/team?
- What is the rider's license number?
- Has the license been signed?

Domestic License

The license shown to the left is a domestic license. It is an identity document and contains the following information:



- Name of the Licensing Body
- License Number
- Name
- Club and or Team Name
- Date of Birth
- Racing Age
- Category
- Class
- Signature of the rider

The color stripe matches the UCI color code for the year as described below for international licenses.

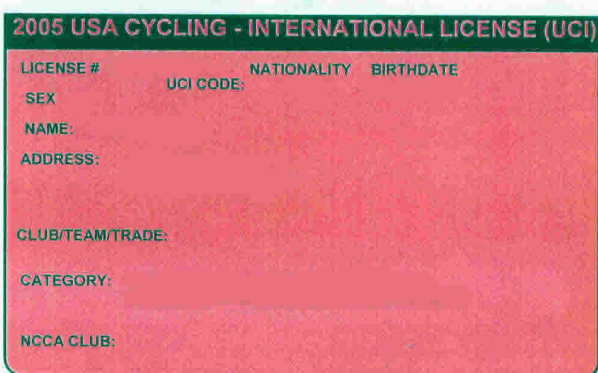
A rider may not alter his own license. Requests for changes must go to USA Cycling, a regional coordinator or a local association. However, at registration you may see licenses that have had changes made to the rider's category or club. If changes have been made since the license was issued, then there should be a USCF sticker indicating the change. For example the license could be issued as a Category 4 but the sticker will indicate that the rider is now a Category 3. The rider should now be entered in Category 3 races. Likewise a club name could be changed but once again there would be a USCF sticker indicating that the rider has received permission to make this change. On occasion, riders may be released from their team/club to ride for another team/club. They must be able to present this written release form, signed by a Club Officer, upon request. For example, a rider rides for Team A. However, Team A is not going to enter a stage race so the rider gets permission from Team A to ride for Composite Team B.

International Licenses

International licenses are issued by National Federations. For a rider to compete outside of the United States or to compete in a UCI event within the United States, he must have an international

Watch for the Color and the UCI code.

license. The format of the license is determined by the UCI and the color changes annually. In 2004 all international licenses were blue; in 2005 – red; in 2006 – green; in 2007 – white; in 2008 – yellow (the colors repeat). Generally an international license will be printed in two languages, one of which will likely be French. A true international license must be printed in French or English and may also be printed in the local language of the country issuing it. That is one of the easiest ways to spot fake licenses. It is not unheard of for a rider from a country with a language you do not recognize to present a card with a picture, some gibberish you cannot read, and then claim it is his license. It might very well be his library card. If it is a cycling license, there will be some part of it written in English or French.



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All international licenses must expire on December 31st of the current year. They must also have a UCI code. This is the three letter designation of the country, followed by the birth year, month, and day. For example, if you are born on January 24th, 1957 and have always lived in the US, then your UCI code is USA19570124. This should be easy to spot in any

language.

The difference between a domestic license and an international license is very important. Our riders are not covered by insurance if they race outside the USA with a domestic license. We cannot let a foreign rider compete with a domestic license for the same reason. Most federations do not have two types of licenses, so this is rarely a problem.

Another international rule that is occasionally broken is that a rider may be licensed by only one country in a given year. That country must be the country of his residence. If an American moves to France for 9 months out of the year, it will be the French Cycling Federation that issues him a license, but his UCI code will still indicate USA. The biggest problem this causes us is when an American, often one that lives in a border state, buys a foreign license and an American license. He may do this so that he can have a domestic category 2 license and a foreign international Elite license that he then uses to enter category 1 races in one event or category 2 races in another.

4. Qualification of rider is based upon Class and Category. It's important to understand the difference between these two.

Class is based solely upon a rider's age. The rider's racing age is his age on December 31st of the current year. (However, a rider's cyclocross racing age shall be his or her racing age on the first of January that is included in the same cyclocross season.)

- Youth - Riders under 10 years old. Such riders may only compete in Youth races. Junior - 10-18 years (may ride up in age to Elite)
- Under 23 - 19-22 years (may ride up in age to Elite)
- Elite - 23-29 years
- Masters - 30+ years (may compete in any races for their age or younger, down to Elite)
- Category is based upon a rider's ability and gender.
- Men - Category 1, 2, 3, 4, 5
- Women - Category 1, 2, 3, 4

Mixing Classes and Categories

Riders must ride in the Category listed on their licenses (see exceptions for Women listed below)

- Under 23 riders may compete in any races for their age or older but not in Masters races.
- Masters riders may compete in any races for their age or younger except races which are exclusively for Under 23 or Junior riders.
- Women may enter any categorized races for men that are up to one category lower than their women's category, or in the case of Category 1 women, up to two categories lower.
- Category 3-4 women, who are 35 years or older, may compete in Masters races for all riders up to 20 years greater than their racing age.

License Sales

License sales are generally handled by the registration staff. License fees must be submitted to USA Cycling by the organizer. One Day Licenses can also be purchased for men's category 5 and women's category 4. USA Cycling also allows riders belonging to other domestic cycling federations, such as ACA, ABR, and OBRA to purchase a one-day license and compete in USA Cycling races up to category 3.

Quick Fact Check # 5

1. Can a rider hold a Mexican Cycling Federation International License and a USCF domestic license in the same year?
2. If you were born on April 1st, 1974, and have always lived in the United States, what is your UCI code?
3. What color will international licenses be in 2006?
4. If a rider presents you with a red license in 2005 from the Guyana Cycling Federation and it says UCI Code – GUY1974, license expires on July 14th, 1974, is it a valid license?
5. What must a rider sign before competing in a bicycle race?

Quick Fact
Check # 5:
1. no 2.
USA197404
01 3. green
4. no (bad
UCI code
and doesn't
expire on
December
31) 5.
Standard
Athlete
Entry Blank
and Release
form

Lap Cards and Bell

This is a position that is frequently filled by a volunteer rather than an official. However, if you are assigned to work as the Lap Card and Bell person it is important for you to score the race and time the race. The technical term for the official that handles the lap and bell is a scorer.

PART ONE: GENERAL OFFICIATING PRINCIPLES

The lap cards should be located where the riders can see them. It doesn't matter whether they are on the right or the left side of the road, on the judge's stand or down in the street. It does matter whether or not the riders have good line of sight. The location of the lap cards should be indicated to the riders on the start line. It is best if the cards are on the same side of the street as the judges, otherwise communication will be more difficult.

This job may seem easy, but it also is one of the easiest to make a mistake with. Constant focus is required, and the consequences of a mistake can be huge. Never underestimate this job!

Check frequently with the judges to confirm that the lap cards are correct. Call out laps to confirm with the judges/scorers or visually confirm the laps with them.

Change the cards as the lead vehicle or lead riders come into sight of the start/finish line.

The person who is responsible for doing the lap cards must understand how to indicate the final lap of the race. The lap cards must show 1 to go when the bell is rung. It is not sufficient to merely ring the bell. You cannot "forget" to flip from 2 laps to go down to 1 lap to go. The riders look and listen for both indicators, the bell and the lap cards. When the riders finish, they should see 0.

Assistant Judges

This job requires the ability to focus and maintain concentration. It is important to learn to use a stopwatch as well as learning to score.

Numbers

Assist with checking the riders' numbers before the start of the race. While the Chief Judge is reading film and doing the results from the previous race, you can be walking through the field, with the starter, to ensure that all the riders have their numbers on correctly. It is definitely to your advantage to make sure numbers are positioned correctly, are not pinned on upside down, are not folded and the correct number series is on the line.

If a number is too low (or too high), make sure the rider re positions the number so that it can be easily read. It is easier to correct before the start than to struggle reading badly placed numbers during the race or on the film.

Why do officials obsess about folded numbers? The number needs the white background to be easily readable. If the white background has been folded down to a narrow border, it fools the eye and the number blends into the writing on the riders' jersey making it virtually unreadable. As well, the eye becomes "trained" to see an object of a specific size. When that size changes, the eye keeps searching trying to locate the number. You will eventually read it but you will have missed the next two or three numbers. Even if you threaten to or actually refuse to place the rider whose number is folded, letting the situation go forward without correction can still hurt someone else. Ask the rider to re pin his number, unfolded.

Checking for the correct number series will ensure you have the correct riders on the line. Don't automatically assume the rider shouldn't be there. Ask him which race he's registered in. He may be entered in more than one race and simply have the wrong number on, or the organizer may have given him only one number even though he's in more than one race, or the organizer may have mistakenly given him the wrong number or may have run out of numbers and used a "random" one.

Photofinish figure #1 shown below shows an example of how easy it is to read film when the numbers are pinned on correctly (Courtesy of Beth Estes)



Unfortunately, there are also lots of things that can go wrong with reading film, which is why it is often best to help stage the riders. Figure #2 below shows some examples of number problems that someone would have been able to fix before the start.

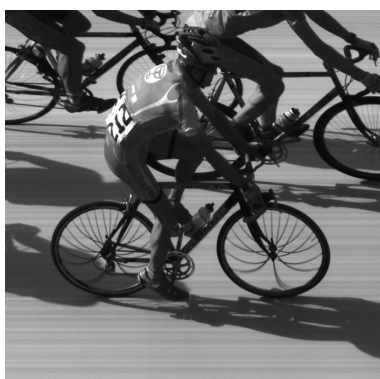


Figure #2, examples of poor number placement

(Courtesy of Beth Estes)

PART ONE: GENERAL OFFICIATING PRINCIPLES

And, of course, there are always those things that you cannot control, such as pins coming out during the race, and things that obstruct your view of the numbers, as shown in Figure #3.

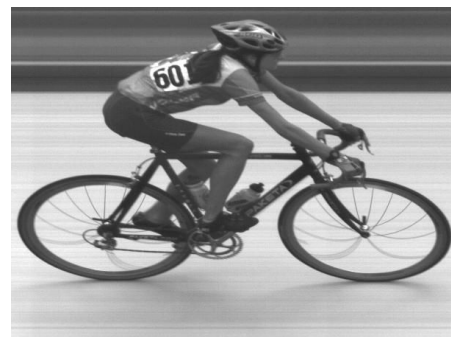


Figure #3 – obstructed numbers (Courtesy of Beth Estes)

Be sure to record the numbers of those riders not starting. At the local level, you may not know who did not start as there is not time to do a roll call on the line.

Judging the Finish

The finish is judged on the tangent drawn down from the leading edge of the front wheel.

Mechanics of Judging

Where do you look? Watch the riders coming towards you until you can see the finish line with your peripheral vision. (This enables you to get a sense of the speed of the riders.) Immediately, switch your focus to the finish line and “see” the riders in your peripheral

vision. If you follow the riders all the way to the line, you will prejudge the finish. Your mind will tell you what it thinks should happen, not necessarily what did happen at the finish.

You cannot referee the sprint action and still judge effectively!

What should you do if a crash occurs at the finish? Maintain your focus, keep your eyes on the finish and get the results. If you focus on the crash, you will compromise your ability to record results!

One judge should start at first place and go as far back as possible. Another should start at third place and go as far back as possible, etc.

How do you record the numbers at the finish? Many people use a tape recorder on the final lap and transcribe the results once the race is finished. Get as many numbers as you can, you will miss some then pick up more numbers (again getting as many as you can), miss some more then get more numbers. It's important to get as many numbers as possible even though you have some gaps. If other judges are doing the same thing, you'll be surprised how many numbers you will get.

Even if there is film or video, you must always get as many numbers as possible. You never know when there could be a power failure and you get no results from the camera! Even when there is good film a rider can be hidden from the camera, or a number may be obscured. If you have gotten numbers deep into the field, it's possible that you managed to pick up one of those "missed" riders.

When there are multiple judges, everyone should stagger the positions they are judging. If this is not done, then you will find out that of the 3 judges on the stand, you all got first, second, and third, and nobody has fourth and beyond.

Downstream Judge

Use of a downstream judge is applicable when you have no photofinish camera. The downstream judge is placed past the finish line at a point where riders will be slowing down and sitting up.

The downstream judge should record every number possible in the group. Numbers recorded will not be order of finish but will enable the Chief Judge to eliminate riders from the top placings who were actually in the back of the field.

Scorers

A Scorer is an official who keeps track of the number of laps in any kind of circuit race. They keep track of laps to go in the event and also the laps gained or lost by the riders. The scorers work in close conjunction with the judges. If you know in advance that you will be a scorer, it gives you an opportunity to set up your paperwork. You will need to know the number of laps in the event. Suppose a race is scheduled to run 25 laps. When you score, you record your laps counting backwards. In other words, you count down the laps. This keeps your scoring in line with the "laps to go" that the riders will be seeing on the lap cards. Your first records will start with, not 25 to go, but 24 laps. Why don't you count the first lap? When the riders start the race, they see 25 laps to go. The first time you will have any scoring records is after they have completed their first lap, when the lap cards show 24 to go. If you would feel more comfortable starting with 25 laps to go (the actual number of laps in the race) then you must make sure that under 25 you note "Start". Otherwise you will not coincide with the lap cards and the actual laps ridden by the riders.

It is not uncommon for the new official to want to start with lap 1 and count up rather than backwards. Scoring in this manner indicates the number of laps ridden but not the number of laps to go in the race. In order to maintain consistency and to be able to ensure the laps cards show the appropriate laps to go, you should always use the "laps to go" system.

Once you know the number of laps in the race and have prepared your paperwork, now you need to find out the number of riders and what range of numbers has been used. This information will come to the Chief Judge from the registration desk once entries have closed. If all the riders in an event have the same number series (i.e. 301-399) then you can drop the first digit (the 3) when scoring. Recording one or two digits is much faster and easier than having to record all three.

Prior to the start of the race, assist the starter with his pre-race check of uniforms and number placement. It may not be possible to offer this assistance but whenever you can, it will be to your advantage. The more people who can check, the less opportunity for a rider to start with a misplaced or folded number.

PART ONE: GENERAL OFFICIATING PRINCIPLES

Once the race starts, know what your duties are. If there are two races on the course, will you be scoring both of them or just one? If you are unsure, ask the Chief Judge.

What do you need to score once the race is underway? Obviously if you have a field of 150 riders you won't be able to record every number. You are responsible for keeping track of laps gained or lost by each rider and have this information ready anytime during the race. This means you will have to record riders who are off the front of the field, alone or in groups. Record riders who are in the front of the field as well as those riders in the back of the field. Record any riders who are off the back of the field. Riders you cannot find elsewhere are assumed to be in the field. You must also note all riders pulled from the race, and any riders who did not finish (DNF).

There are a couple of systems used to do this. You can record vertically, down the page, or horizontally, across the page. It is best to try both methods and determine which system works best for you. There are some general symbols used.

/ a single slash indicates a small gap between fields/riders

// two slashes indicates a large gap

() circled rider indicates loss of a lap

P or F indicates the Peleton or Field

Determine what symbols you will use and then be consistent in their use.

Example Scoring Systems

Vertical Scoring

Here is an example of the vertical scoring system:

Laps	25	24	23	22
	6	6	3	3
	3	6	3	3
	3	3	6	6
	-	18	18	18
	18	42	42	42
	42	//	//	//
	//	96	96	96
	85	85	85	96
	96	101	32	32
	101	32	87	87
	10			
	87			
	12			F
			F	//
		F	//	12
			12	//
		12	-	10
	F	10	10	//
				//
				101

Where will rider #101 appear in the next lap?

PART ONE: GENERAL OFFICIATING PRINCIPLES

Horizontal Scoring

The same information can be shown with a horizontal scoring method:

Lap 25	6 3 / 18 42 // 85 96 101 10 87 12 -----F
Lap 24	6 3 18 42 // 96 85 101 32 -----F-- 12 10
Lap 23	3 6 18 42 // 96 85 32 87 -----F// 12 / 10 // 101
Lap 22	3 6 18 42 // 85 96 32 87 -----F // 12 // 10

Either system gives the same information. Most top officials use the vertical method. The horizontal takes less space, but often leads to ambiguities. As you will be writing without looking at the paper, you might record two numbers close together. In the example above, for instance, you might put the 6 and the 3 so close together that you read it as 63. This does not happen in the vertical method.

Now let's follow the vertical method a little longer:

Laps	25	24	23	22	21
	6	6	3	3	3
	3	3	6	6	101
	<u>18</u>	<u>18</u>	<u>18</u>	<u>18</u>	6
	42	42	42	42	18
	<u><u>42</u></u>	<u><u>42</u></u>	<u><u>42</u></u>	<u><u>42</u></u>	42
	85	96	96	85	85
	96	85	85	96	96
	101	101	32	32	32
	10	32	87	87	87
	87	87			
	12				
			F	F	
		F			
	F		<u>12</u>	<u>12</u>	F
			10	10	12
		12	<u>10</u>	<u>10</u>	<u>12</u>
		10	<u><u>101</u></u>		<u>10</u>

Rider # 101 does not appear at the end 22 to go. You would anticipate finding him lapped at the beginning of 21 to go. This scorer indicates he is lapped by using a slash through his number.

USA CYCLING RACE OFFICIALS MANUAL

Laps	25	24	23	22	21	20	19
	6	6	3	3	3	3	3
	3	3	6	6	101		10
	18	18	18	18	6	6	6
	42	42	42	42	18	18	18
	<u>42</u>	<u>42</u>	<u>42</u>	<u>42</u>	42	42	42
	85	96	96	85	85	85	85
	96	85	85	96	96	96	96
	101	101	32	32	32	32	32
	10	87	87	87	87	87	87
	87						
	12		F	F	F	F	F
		F	12	12	12	12	12
	F	12	10	10	10	10	10
		10	101		101		

Now follow rider #10. He lost a lap with 19 to go. Rider #101 is not in great shape either, but has not yet lost a second lap.

Laps	25	24	23	22	21	20	19	18
	6	6	3	3	3	3	3	3
	3	3	6	6	101		10	101
	18	18	18	18	6	6	6	6
	42	42	42	42	18	18	18	18
	<u>42</u>	<u>42</u>	<u>42</u>	<u>42</u>	42	42	42	42
	85	96	96	85	85	85	85	85
	96	85	85	96	96	96	96	96
	101	101	32	32	32	32	32	32
	10	87	87	87	87	87	87	87
	87							
	12		F	F	F	F	F	F
		F	12	12	12	12	12	12
	F	12	10	10	10	10	10	10
		10	101		101			

Rider #101 lost another lap with 18 to go. Rider #101 is now two laps down and rider #10 is 1 lap down.

PART ONE: GENERAL OFFICIATING PRINCIPLES

A good scorer can always recreate the race from a scoresheet such as the ones above. However, there is one other piece of paper that a scorer should maintain. This is the laps up and down tally sheet. At the end of the race, there might be 20 or more riders down laps. It will take a long time to count up all your slash marks, time you don't have in a crowded schedule. Thus, as a rider is lapped, besides indicating that on the score sheets as above, immediately write his number on a separate sheet:

Watch the race, watch the race, watch the race!

Category 4 Men	
Rider #	Laps Down
10	I
101	II

In this way, once the race is over, you will know how many laps each rider has lost.

While it is tempting to rely solely on such score sheets, one very important point is that the scorers must watch the race! There are many times in a race where, even with the best score sheets, it is not obvious if a rider is losing a lap or not. An official watching the race will have a much better idea of who is going fast and who is going slow. Let's look at rider #12 in the example above. At the end of 19 to go, he appears alone and off the back. What if on 18 to go, he appears right after rider #96, second place in the main field? Did he lose a lap to the field on that lap? Did he suddenly recover and catch the field? With no times indicated on the score sheet, your only evidence is that double slash line. What time gap is necessary before you gave someone the double slash line? Could a rider catch back up from your version of the double slash line? One thing that would help you figure this out is if you had been watching #12. When he passed the S/F line, was he riding dejectedly, with his head hanging low, or was he riding hard, looking like someone who had a chance to catch back up? Knowing the answers to these questions will always make your job easier and your results more correct.

Always refer to riders by their number, not their name.

It is difficult to develop a personality conflict with a number!

Quick Fact Check # 6

1. When should the scorers flip the lap cards?
2. What should the lap cards read when the winner crosses the line?
3. How do you organize the judging of a race when there is photofinish?
4. What should the judges do before the race?
5. Besides looking at their score sheets during a race, what should the scorers do?
6. Besides a score sheet by lap, what other sheet should a scorer maintain during the race?

Quick Fact Check # 6:
1. when the leader comes onto the homestraight
2. 0
3. the same as if there were no photofinish
4. Check number placement of the riders
5. Watch the race.
6. A tally sheet of riders who have lost laps and how many laps they lost.

Timers

The Timers are the officials who keep the times of the riders in a time trial or groups of riders in a massed-start event. In a massed-start event, timers are usually not a separate position, rather an additional duty of a Judge/Scorer.

It is wise to familiarize yourself with your stopwatch prior to attempting to use it at a race. Care should be taken not to bump the watch since the controls are usually quite sensitive and they have been known to shut themselves off!

Use your index finger to depress the buttons. Don't use your thumb as you will not receive as accurate a time. There are several characteristics of stop watches to be aware of:

You want to be able to recall (review) times and to do so easily. When you have several riders finishing closely together, you may be able to record their numbers but not their times. You will have time to push the button on your stopwatch with each rider but not be able to record their race time.

Find something that feels comfortable to you.

Printing stopwatches are now an option. If you are working a lot of time trials, it might be worth the extra cost. The technology changes quickly. When you buy a printing stopwatch, buy lots of extra paper at the same time.

The timer must be familiar with the procedure to be used in timing the event. If you are not sure, ask your Chief Timer or Chief Referee for direction.

If the starting signal is a gun, then you start the watches on the flash or puff of smoke, not on the sound. If the signal is a whistle, then you start the watches on the sound. Immediately after the start, check to make sure the watches did start!

Start as many watches as possible. If a watch "fails", restart it using another watch to determine the discrepancy. Even if the restarted watch is off by 1, 5, 10 or 15 minutes it can still be used as a backup provided you know the discrepancy.

Do not communicate with spectators, riders, coaches, or managers during the timing of the event. Your only communication should be with other officials.

Complete times should be recorded. If you have someone recording the times for you they should read them back to ensure the correct time has been recorded. Riders are timed to the nearest second in road races, and to tenths and hundredths in time trials.

The rules specify that where more than watch is used, the times shall be averaged. In practice, you will often find the Chief Timer's watch will be used for race time. The Chief Timer shall rely on his OWN decision.

Watches should never be cleared until directed to do so by the Chief Referee or the Chief Timer.

Although the Timer is discussed as a separate role it is very frequently combined with scoring, judging, service pit, lap cards, etc. It is recommended you use your stopwatch frequently so you begin to feel comfortable with its use.

Timekeeping requires a considerable amount of concentration and dedication.

Holders

The Holder is the person who holds the riders up before they start a time trial so they can lock into their pedals. This position should be assigned to a referee. If you know in advance that you have been assigned to this role, it is a good idea to wear black pants. It would also be a good idea to practice before you have to do this at an event. Have a friend, or rider you know, let you practice holding them. It may not be as easy (or as difficult) as you anticipated. But do it before the race so you know what to expect.

PART ONE: GENERAL OFFICIATING PRINCIPLES

Hold the rider from the rear. Do not attempt to stand beside him. Stand with your feet on either side of the rear wheel. If you stand with your feet fairly wide apart it will tend to provide you with better balance. Do not attempt to grip the wheel with your knees. Place your hands under the saddle. Hold the rider up but do NOT hold them back. Do not push or restrain. If the rider chooses to false start allow him to do so. If you attempt to hold him back, you can throw him off balance and cause him to fall.

Be consistent in how you hold the riders. Holders should not be changed during a race. If there are a large number of riders to be started, change between different categories or classes but not within the same race.

Quick Fact Check # 7

1. Which finger should you use to start a stopwatch and do splits?
2. How many watches should you start at the beginning of a race?
3. When do you shut off your stop watches at the end of a race?
4. How do you start your watch when a starter's pistol is used?
5. When can you change holders during a time trial?

Quick Fact
Check # 7:
1. Your index
finger
2. As many
as you have
available
3. Only when
the Chief
Judge/Timer
tells you it is
safe to do so
4. On the puff
of smoke.
5. At the very
end of the
event or at
the end of a
particular
class/categor
y of riders.

Assistant Referees

Assistant Referees are the eyes of the Chief Referee. There are many specific jobs that they are assigned, but they are the ones responsible for rules enforcement. In general, judges do results; referees do rules.

Observe competition for incidents or infractions:

- Riding without a helmet
- Foul language
- Dangerous riding: abrupt motion, pushing pulling
- Riders leaving or entering course from a side street
- Riders sitting out laps
- Feeding zone infractions
- Centerline infractions

Record information. Make a note of the infraction along with the number(s) of the rider(s). Do not refer to the riders by name even if you know them. Always refer to the rider by racing number. It's difficult to develop a personality conflict with a number! Even when you are not working as a judge, it's important to score the race.

Report everything, even those things that you feel don't require a penalty. It's important for the Chief Referee to have a complete understanding of the race. What you might think should be penalized, may not be. Similarly, a situation you might not do anything about could be penalized. The Chief Referee is the only one with the complete picture of what has transpired.

Gear Rollout Referees

The referee doing gear rollout checks the bicycles at junior events to ensure the riders are using legal gears. This position is frequently assigned as a secondary role. In other words you could be responsible for working in the service pit or at registration and be asked to handle gear rollout for the junior race.

Prior to the start of the event

Determine where you will locate the rollout area.

Make sure the rollout area is laid out prior to the start of the junior race. This allows the riders to check their bicycles prior to the race to make sure they are in compliance.

Determining the location of the rollout area.

It should be easily accessible to the riders and preferably where you can funnel or direct them immediately after their finish.

One or more revolutions of the crank arm within the distance marked, indicates a pass. Less than one revolution, the bicycle fails.

It is best to have the rollout area located after the finish line. The first corner of a criterium would work well, just past or near the service pit area may also be suitable. Each event will be slightly different.

Once you have established a good area (about 30 feet in length) for the rollout, lay down the markings. As the rollout regulations change frequently, check the current rule book to make sure you know the correct distances.

It is best to use a tape measure that can measure the entire distance in one pull of the tape. The maximum distance you would need is 26 feet, so if you get a tape measure longer than that, you will be good. It is too easy to make a mistake if you have to pull out a 10 foot section, mark it, add another 10 foot section, etc.

Mechanics of a gear rollout

The tires must be inflated to racing pressure.

The bicycle must be in the highest gear. The chain should be on the largest chain ring in the front and the smallest sprocket on the rear (note that this is usually but not always the gear on the outside). Get the rider to put the bicycle in the highest gear and just confirm it prior to rolling the bike out.

1. Set the crank arm perpendicular to the ground on the starting line of the rollout.
2. Roll the bicycle backwards, in a straight line, until the crank arm is again perpendicular to the ground. If you do not have a gutter system in which to roll the bike, lift up the front wheel while walking the bicycle backwards. It is almost impossible to maintain a straight line going backwards with the front wheel on the ground.
3. If the crank arm reaches the perpendicular before the end mark of the rollout, the bicycle passes.
4. If the crank arm reaches the perpendicular after the end mark of the rollout, the bicycle fails.

PART ONE: GENERAL OFFICIATING PRINCIPLES

Responsibilities

If a bicycle fails gear rollout, check it a second time. If it fails a second time, impound the bicycle until the Chief Referee can examine it.

If you allow the rider to walk away with his bicycle, he can change equipment prior to protesting your decision to the Chief Referee. If the Chief Referee later has to verify your results, he may not be doing so with the same equipment.

Your report, listing those riders who have failed, should go immediately to the Chief Referee and to the Chief Judge. If all riders have passed, notify the Chief Judge so the results can be posted.

If something weird happens, like lots of bikes failing rollout, or lots of bikes falling inside the rollout by a foot, re-measure the rollout area. Mistakes frequently happen when laying down a rollout, or someone might have played a practical joke on you while you were not looking and moved one of your markers. While an inexperienced junior may have a gear that is way too low, most juniors will have a gear that puts them within a few inches of their limit.

Motor Referee

At local level events you are not really acting as a motoref but rather as a “follow vehicle” official and should be doing all the duties you would normally do from that position. These will be discussed in the road racing section. There are some additional duties that may be assigned to you due to your mobility. At national and international level events your role will be much more involved. For those officials who wish to become motor referees, please refer to the Motor Referees Manual. This is a job that requires the ability to multi task. Contact USA Cycling for information on Motor Referee seminars.

Cooperation and Confidentiality!

Support the decisions of the Chief Referee and Chief Judge. Do not discuss decisions with riders, coaches or media. All discussion about decisions should be private and kept in private!

Quick Fact Check # 8

1. What are the principle jobs of an assistant referee?
2. What is the maximum distance needed for a junior roll out?
3. How do you roll out a road bike for junior gear roll out?

Quick Fact
Check # 8:
1. Observe and
Report.
2. 26 feet.
3. backwards
lifting the front
wheel.

VII. Basic Duties of Chief Officials

Much of what good officials do on race day is evident just by watching them. Their thoroughness, decisiveness, and manner of dealing with others distinguish them from their peers. What one does not see on race day, however, is all of the work that went into planning the event **before** the race day. Even though a great official can handle surprises with calm efficiency, it is far better for the event, the riders, and the official if there **are no surprises!** This section deals with the contacts, questions, and plans that top officials make before the start of a bicycle race. We will concentrate on the Chief Referee, the Chief Judge, and the Starter although all officials have a certain amount of planning they should do before a race, even if it is rereading the rulebook.

Chief Judge

Pre-Race Day Duties

In many ways, the Chief Judge has more visibility to the riders than anyone else on the official's crew. Everyone wants to know how he finished. The

Chief Judge has the responsibility for all of the paperwork, collecting reports of the other officials, filing them for the Chief Referee, keeping the results process flowing, answering protests, and counting noses for the insurance charge report. The good Chief Judge has an orderly mind and lots of manila envelopes or file folders.

Ideally, the Chief Referee will let you know of this assignment before the day of the race. This gives you the opportunity to gather information about the race meet, and to rehearse your strategies for successful execution of your job. The more you know about the number of classes, places, classifications, and expected numbers of competitors, the better prepared you will be. A race announcement is most helpful. This will also inform you about the course (criterium, circuit, point to point). You will also need to know whether you will have photofinish, clerical support, how many Assistant Judges, etc.

If the event is a time trial, you will want to know the method used for the order of starts, and what number sequences will be used. Discuss number distribution with the organizer or with the Chief Referee. The numbers should be given out in series, so that one category has all numbers in the same hundred (i.e. all one hundreds or all two hundreds...); that way the Judges can drop a digit on their score sheets.

Now you have the opportunity to assemble the supplies and equipment you will need: stopwatches, results forms, timing forms, carbon paper, judging cards, and anything else that will facilitate your task. For track races, you will need to understand seeding procedures for each type of event.

Some things to think about:

- Do you expect 100-person sprints for 20 places without photofinish or a 10-up sprint for three places?
- What type of photofinish will there be, if any.
- Will you be up on a stage? Is the organizer providing tables and chairs?

PART ONE: GENERAL OFFICIATING PRINCIPLES

- If you will need additional Judges, will you be able to find enough
- Do you expect to have riders on different laps from each other?
- Will you have scoring information from lead and follow vehicles?
- How much paperwork will you have to do yourself?
- Will there be an announcer's secretary to record primes?

Race Day Duties Before the Start

Meeting with Registration

Meet with the registration crew, and preferably with someone who will be there all day, to find out how you will get copies of the registration sheets before the race starts. If registration is not adjacent to the start/finish line, arrange for a volunteer to bring you the rosters. Discuss when registration will close for each event. If your district has permanent numbers, give a number sheet to registration so they can check off riders by number. This will make it easy to identify duplicate numbers.

Meeting with the Photofinish or Timing Technicians

Discuss with the phototimers how the results will be handled. How will you get the results? Will you read the film or let the technician do it? How many places will you need immediately and how many later on?

Meeting with the Results Staff

Talk to the staff responsible for generating printed results and discuss the process with them. Be sure that you will be given enough copies of each result: one to post, one to give to the organizer from which to hand out prizes, and one for the Chief Referee's report, as a bare minimum. Find out where the organizer wants to post results.

Meet with the person(s) responsible for prize distribution, and ensure that no prizes are given out until all protests have been resolved and at least fifteen minutes have passed.

Meeting with the Judging Crew

Once you have all of the information above, you are ready to meet with your Judges crew. You may want to delegate specific duties to them, such as prime Judge, supervising the lap cards and bell, downstream Judge, reading the film, etc. Be sure that they understand exactly what they will be responsible for. If there are only two of you, figure out how the results will be processed while the next race on the schedule gets going.

Duties during the Race

Besides the obvious duties of judging and scoring, the Chief Judge must be

responsible for the following:

- Maintaining good communications with the photofinish or timing operator and the Assistant Judges.
- Keeping track of the announcer. Make sure he understands that results are unofficial until you say otherwise. Secure his cooperation toward giving accurate information during the race. You must be able to give such information as riders who have gained or lost laps, the riders in the lead group, and points standings, if applicable.
- Controlling the timing of primes, so that primes are not given to a group that is about to get caught or catch another group. Primes should not affect the outcome of the race. "Ten dollars to Johnnie X if he can drop and humiliate Joe Y..." would certainly be inappropriate.

Duties Immediately Following the Race

Check with the Chief Referee for any relegations or disqualifications that may affect the results, as well as any warnings or announcements that are to be posted with the results. Gather your information, and produce the order of finish. When you receive the actual results sheets, check them carefully against your worksheet, and sign them (and have the Chief Referee sign any warnings or penalties). See that results are posted and announced promptly, and keep track of the protest period. Let the organizer or designated staff person know when it is okay to pay out the prize money. It is also helpful if you record and keep a tally of the number of starters by category, as this information is needed for the Chief Referee's report.

Depending on the level of the event, there may be a need to get the top 3, 5, or 10 places much more quickly than the rest in order for an awards ceremony. The press and TV might be waiting for this. Be sure you know what the results flow expectations are from those perspectives.

Digital Imaging Photofinish Systems

Advances in digital technology have in recent years produced photofinish systems that are absolutely amazing in the quality and flexibility of the product produced. Instead of waiting for a film to develop or for a difficult read back of a wobbly camcorder, these system instantly provide an image that (assuming numbers are properly placed) is clear and allows almost instantaneous data input (with times) into a truly automated results system. This in no way replaces the role of judge as backup system or as verifier of close finishes – it does however make the process much faster, and with this change will come new challenges.

Digital imaging photofinish systems have the advantage of providing an image that can be easily examined, stored, recalled and delivered to a variety of users, including judges, referees, announcers, and the press. As such, maintaining some control over where images go and when they go there should be a concern. The images produced by these systems are available for review almost in real time – so it is possible that anyone with a monitor (or watching a digital display board) can view and interpret images before a judge can confirm a result.

Currently, most of these systems are in the hands of very knowledgeable and experienced results companies, people who understand the protocols of processing and affirming results. A cooperative approach taken in working with these companies can allow a judge to very quickly certify a result (for instance, the results of an intermediate sprint in a points race on the track). As more associations and promoters obtain these systems, it will become increasingly important to establish a working understanding with the technician of just exactly where images go, who determines the result of a particularly close finish, and how results are ultimately announced and distributed.

Photofinish Cameras

It is a good idea to have your own loupe (magnifying glass) for reading photofinish film. Not all technicians are willing to share their equipment, and sometimes they forget theirs. Most of the time it is fastest to have the technician read the film, at least the first time. If there is a discrepancy between the judges results and the results given by the technician, read it yourself to make sure. If the film is poor, or there are unidentifiable riders, you may have a better chance of making identification than the technician, especially for local riders.

PART ONE: GENERAL OFFICIATING PRINCIPLES

How does one read film? True photofinish film or the electronic output from a Finish Lynx digital imaging system is a picture of the leading edge of the finish line over a period of time. Thus, the rider who appears farthest ahead on the film is the one who arrived earliest. If you cannot determine who is ahead by just looking, use a right angle with one side parallel to the bottom of the film, and slide it along until it touches the image of one of the wheels in question. Remember that you are looking at a negative, with white appearing black and vice versa. Remember to look for all of a rider's numbers; perhaps you can read the first digit off of his shoulder number and the last digit off of his hip number. Sometimes, even with photofinish, you can only make your best guess as to the number. In that case, you still end up posting results and waiting.

Traditional (strip film) photofinish in the hands of an experienced technician is a proven technology, although one that is also subject to human error. Good technicians and good judges both will insist on running test strips early in a race to ensure that variables such as the anticipated speed of a finish, lighting controls, camera placement, and chemical developers are all set and ready. The production of good photofinish film (as with any form of photography) is an art – and one that may be vanishing as new digital systems become more affordable and prevalent in US racing.

Struggling with the Results

How long should you struggle with the results before posting? Be sure that you have carefully reviewed all of the available information. Check the scoring sheets from all of the officials, including the pit Referees. Use a number sheet or roster to cross off riders that are out of the race or lapped. Indicate the places for which you are sure. See if you can fit the remaining riders into the blank spaces.

The longer you wait, the less likely that there will be riders around to protest or give information, and the less likely you will ever achieve good results. Do not delay, unless there will be new information coming soon. For example, the technician accidentally turned off the camera, so the chemicals are not warm. This will mean some time is needed to develop the film in the cold.

There are different strategies for posting results when they are not complete. If you know for a fact that you have a body in 4th place and you have no clue who it is, there are a few things you can do. Probably the worst choice would be to make a public announcement that you do not know who got 4th place, as you will quickly have at least 10 riders claiming that place. A better way is to just post with a blank. Perhaps the best way is to post a name and number that doesn't exist – 4th place, #99 Edward Merckx. If a rider was up in the top five and not listed at all, he will likely make his presence known.

The individuals who are doing registration are volunteers and are different people every week. Consequently, riders may not get registered the same way each week. For example you could have Robert Allen from LaGrange Westwood/Minute Maid/Desanti showing up as what might appear to be a number of "different" riders:

- Bob Allen, La Grange Westwood;
- Bob Allen, LGWC;
- Bob Allen, Minute Maid/Desanti;
- Robert Allen, La Grange Westwood;
- Robert Allen, LGWC;
- Robert Allen, Minute Maid/Desanti;
- Allen Robert, LGWC;
- R. Allen, LGWC.

If possible, we should list the riders' license number on the race results as this assists others who are using these results to enter points for points series, etc.

- Be available for any protests on the order of finish
- The better the film the less protests you will have!
- Allow the riders to view the film/video
- Allow the riders to check your score sheets.

Starter

At road races, this position is frequently filled by the Chief Referee, especially at the local level.

The Starter is responsible for more than just giving instructions to the rider. When the riders are in the holding area, or on the line prior to their start, it's a good time to do a quick check of numbers and number placement, helmets, jerseys, radios and bicycles.

1. Numbers should have a 20 x 20 cm (8 x 8 inches) white background and the numbers themselves should be at least 12-14 cm (4 3/4-5 1/2 inches) in height. An organizer who fails to provide adequate numbers can be fined \$1.00 per rider per day of racing.

At the local level, race organizers often fail to see the necessity of providing two numbers for each rider. Providing two numbers is not mandatory but should be encouraged. If riders are wearing only one number it makes the job of the officials more difficult.

We cannot place judges on both sides of the road

All officials must work the same side of the road. At a Criterium, the service pit has to be located on the same side of the road as the judges or the pit official will not be able to score the race. This may not be the best location.

Makes the job of the motor officials or follow officials at a Road Race extremely difficult as the judges usually need the numbers on the right side of the rider making it virtually impossible to see from either behind or from the left side of the rider.

The organizer may not feel the additional expense is worth it simply to make the officials' job easier so it may help to approach it from a different perspective. Sponsors and spectators identify riders by their number. If they have provided only one number then only half of their spectators will be able to identify the riders (those spectators on the same side as the judges' stand, the side with the number). For the spectators to be treated so discourteously fails to promote the race in a good light.

2. Helmets. While you are moving through the field looking at numbers, it's a good time to take a look at helmets. You won't have time to check each one closely but certainly any unusual helmet should draw your attention. Make sure helmets are securely fastened (should not be an issue with riders on the line ready to start their race). Some helmets made in other countries are illegal here. A rider once presented a helmet for inspection that had a sticker written in Italian. The rider said the sticker proved the helmet was legal. What the sticker actually said was, "this helmet is not recommended for contests of speed as it has undergone no laboratory testing."

3. Uniform. In the Category 5 races, the riders are inexperienced and will frequently appear on the line wearing a UCI Team jersey (US Postal Service comes to mind), a World Championship or National Championship jersey, or a Triathlete jersey (one with no sleeves). With newer riders, we don't want to discourage them so it's appropriate to explain that it's against the rules to wear a pro jersey and ask them to wear a neutral jersey at the next race. In the case of a sleeveless jersey, the rider can be asked to put a T-shirt on under the jersey.

With more experienced riders, the issue is more likely to be a rider wearing the jersey of a team when he is no longer a member, or perhaps the jersey of a new team when his old team has not yet released him. This is sometimes a more difficult task for the officials as we don't necessarily know every rider. This is where the riders (ex team mates) can be of assistance. But they must bring this to your attention **before** the start of the race.

PART ONE: GENERAL OFFICIATING PRINCIPLES

There is one other jersey you may find on the line, and that is the National Team jersey. Unless it's a team race and the National team has been invited to represent the United States at this event, then the rider is not allowed to wear a National Team jersey. He must wear his team or club jersey.

4. **Radios** may be used only in road events that include Category 1, 2 or Pro riders (except Junior races). In Masters races that include Category 1,2 riders the use of radios is allowed. Look for the earpiece!

5. At a local race, **bicycles** are not inspected but there are a few safety things you should look for.

Handlebar ends must be securely plugged

Any handlebar extensions that extend forward or upward are allowed only in time trial events. Handlebar extensions that point upwards from the brakehoods **are** allowed if the distance between them is more than 25 cm (9.8 inches).

In a road race, the rider must be on a free wheel with two brakes. Riders are responsible for the proper maintenance of their equipment.

6. **Race announcements** should be brief and concise. Remember, the rider is ready to race so his focus is already "down the road" and not on what you are saying. The announcements should be the same for each of the groups so write down what you plan to say. Nothing yells "rookie official" more than a starter who tries to read the rulebook or make speeches on the start line.

Carefully plan
concise
Announcements.

The start can be given with a verbal command, whistle, gun or the waving of a flag. Never start a race before its scheduled start time. It is best not to have a false start so be quick to indicate the start, especially if the riders begin to roll off.

All riders are supposed to begin in the same manner, with one foot on the ground. So what do you do with the rider who is riding in "circles" at the back of the field? You should ask them to stop and put a foot down but rather than making a big issue on the start line, start the race as they are facing away from the direction of the start. Any advantage gained by being strapped in will be lost.

If there is an honorary starter, discuss the start with him or her in advance. Do the same with the announcer. The last thing you want is the announcer doing a 10 second countdown to the start. Nobody will be left on the line by the time the announcer gets to "2". Also, if the honorary starter holds the gun up in the air for more than a split second, the riders will start.

Referee

Pre Race Day Duties

Once the Chief Referee receives the call or letter assigning him to the race, he truly has places to go, things to do, and people to see. At a minimum, phone calls will have to be made to the race organizer and the other officials on the crew.

Contacting the Organizer

The earlier you are appointed as the Chief Referee, the better. This gives you time to talk to the organizer before problems arise. A preliminary call can be made months before the race in order to find out the rough details that will allow you to decide how many officials are needed to cover the event.

Various checklists exist to help you better plan the race. An example is shown in the Appendices. Important considerations are the **type of course closure** and the **pit and feedzone** requirements. These must be verified early so that the proper number of officials can be assigned.

You may need an extra official to staff a service pit, and if a road race has large fields on open roads, you usually need more Referees to control the pelotons than you do on a closed circuit.

To decide upon the number of Judges, you also need to know if the race will have a **photofinish camera**. Find out if there have been any **agreements with the law enforcement officers**, as the smooth running of the event depends on the officials, organizers, riders, and police all being on the same wavelength.

If you are appointed early enough you will have the opportunity to **check the race announcement**. An improperly written race announcement can haunt you later. Make sure the races listed are possible given the time and course logistics.

More and more nowadays, officiating crews are making good use of **motorcycles and motorcycle referees**. One point worth discussing with the organizer is whether he plans to provide motorcycles with experienced drivers, or whether you need to hire a local "motoref". The advantage to the organizer is reduced cost if he uses a driver from the promoting club, since that person will normally not charge for mileage. If the organizer so chooses, it is best to get the name and phone number of the driver, so you can contact them personally.

Find out what the medical capability will be at the race. This might range from having three ambulances with EMT's on site, to the organizer having a cell phone and being prepared to dial 911. USA Cycling provides a separate medical checklist to the organizer when he is issued a race permit. While there is no rule specifying the level of medical capability, most races will have an EMT on site.

Contacting the Administrator

Once you have the above information well established, it is time to talk to the Administrator about the number of officials that will be required. In some districts, the Chief Referee contacts the crew directly, and in others the Administrator (local Association or Regional Coordinator) assigns the whole crew. Either way, there is usually some communication about the number, and the two of you will come to a decision considering the needs for a smooth event, taking into consideration the financial status of the organizer.

In addition to number, the expertise of the officials should be considered. Sometimes you will have more than enough bodies, but you notice that you have four excellent Judges, but no motoref. In this case, you would probably try to convince the Administrator that a crew change is necessary. Another important piece of information is **will the Administrator be at the race, and if so, in what capacity?** During any race, many riders will be looking for him for a variety of reasons, and it is good for the Chief Referee to know his whereabouts.

Contacting the Crew

Whether the crew is appointed by the Administrator or arranged for by you, you will need to contact them to make sure they can participate, and to give them some general information, such as:

- The uniform of the day.
- When they need to be there and anticipated length of stay.
- Directions to the course; send them a race announcement if they do not have one.
- Nature of the accommodations, if necessary.
- The fee they will receive.
- Their assignment for the race.

PART ONE: GENERAL OFFICIATING PRINCIPLES

Other Important Contacts

You will probably spend more time on the phone with the organizer soon after you finalize arrangements for the official's crew. The organizer will need to know how many officials will be there and their accommodation needs. If overnight stays are required, they will need to know how many men and women, so they can plan housing. It is also a good idea to discuss the **official's fees** at this point, so there are no surprises. Any items on the checklists not covered with the first phone call can be discussed during this and future calls, until there are no questions left unanswered.

Race Forms

Following appointment to a particular race, you should acquire a set of forms including:

- USA Cycling Event Checklist
- The Race Permit Application
- Occurrence Forms
- A Chief Referee Report

You should immediately make copies of the occurrence forms, since mishaps occur in bunches. The organizer should have someone in charge of medical service, and this person should be given the forms to fill out in the case of a serious accident.

Race Day Duties prior to the Start

If you have done your homework carefully, you will arrive at the course on race day and not find any surprises. Usually, the Chief Referee arrives one to two hours before the start of the first race. If he has planned well with the organizer, he is not the first person to arrive. Plan to be busy until the first race starts, as there is much to do:

Meeting with the Organizer

You should immediately seek out the organizer when you arrive. Often he can be found out on the course placing hay bales and the like. Then, as soon as possible, you can go over your checklist and make sure that you are both clear on all of the details. Now would be a good time to check the road permits, if you haven't done so previously.

Venue Inspection

The course will need to be checked for suitability. If it is a circuit, then there will need to be barricades, hay bales, fencing, and other items properly placed. The earlier the course is closed to traffic, the better. It usually takes much longer than you think (maybe even an hour longer). Are the pits and feedzones properly marked and secured? Is the Judge's stand suitable? Make sure the course is set up per your agreement with the organizer.

Meeting with Registration Crew

A good registrar can make a race go much smoother. Registration is the first place that the riders meet the bicycle race. If registration is slow and clumsy, then a rider can win \$2500 that day and still grumble about a lousy race. If registration is quick, friendly, and efficient, then the rider can walk away prizeless, raving about a well-organized race.

It is best if you can talk to the registration crew before they begin their work. They will need to understand what to look for on a license, how the numbers should be pinned on that day, which classes of riders can ride with another class and which cannot. Arrangements must be made to get the registration sheets to the Judges before each race.

Let them know that they do not have to take any abuse from the riders. If a rider has a problem with registration, they need to see the Chief Referee.

One very useful job that can be done at registration is checking for duplicate numbers if your district has a permanent number system. A number check sheet can be used for this. It would be wise to **assign an official to registration**. This official may or may not stay there all day, but it is very useful to have an official get registration started. Usually the problems show up early.

A complete prize list should be posted at registration.

Meeting with Police and Sheriffs

If you haven't had the chance to talk to the officer in charge before, now is your chance. For criteriums, you will need to know where the officers will be and for how long the course may be used. It helps with public relations to find out if the officers are being fed and generally taken care of. These public servants are your salvation at the bicycle race if you have a good relationship with them. They will keep motorists and pedestrians alike from interfering in the event.

For a road race, it is critical that you know the agreements that the organizer made with them for road usage. If no agreements were made, then you need to tactfully find out what they expect. **Avoid making promises that you cannot keep!** Is the officer's idea of a rolling enclosure the same as yours?

Meeting with the Medical Team

The medical capability will vary from race to race. At a minimum, there will usually be a first aid kit and someone designated to use it. The officials must know where it is and the location of the nearest phone is. These days, everyone plans on using their cell phones, but will there be service on all parts of the course? At most races, there will be an EMT or two and maybe an ambulance standing by. Besides discussing how you can mobilize them if necessary, it is a good idea to give them a copy of an occurrence form, so they will know the kind of information you need from each accident. Usually they are more than willing to collect the information for you on riders they treat, since their own paperwork is probably even more extensive. Find out whether this is their first bicycle race, and let them know what type of injuries they can expect. **Discuss under what circumstances they will be sent out on the course, in what manner, and by whom.**

With the right to privacy issues ("HIPAA") these days, some EMT's are reluctant to give you information on their patients. Find out early if there will be issues with the occurrence report and explain to them the importance of them to USA Cycling. If you have good access to registration material, gathering information relating to rider identity can be done without getting involved in a privacy discussion with paramedics. Basic information on the nature of the injury should be all that the EMT would have to provide, so long as officials, course workers, or other riders can provide information on the incident itself.

Meeting with the Race Marshals

It is a good idea to meet with the marshaling crew or at least the chief marshal. You should make sure that there is a

PART ONE: GENERAL OFFICIATING PRINCIPLES

sufficient number to cover all of the intersections on the course and any other dangerous areas. Have some marshals stay near the start/finish area to maintain order. You may want to post a marshal near the phototiming tower to keep spectators from climbing on it. It is best if the spectators have no access to the tower area, but sometimes it cannot be helped. It only takes one person shaking the tower to totally ruin the film.

Are the marshals going to stay at their posts all day? If not, when will they be changing? The course will need to be checked after the marshals rotate positions in order to make sure that all positions are still covered.

Meeting with the Drivers

For a road race, there are often drivers for the officials and support vehicles. They will need to be briefed on caravan procedures and radio usage. If they are to provide neutral support, they will need to understand the support procedures. You will want to know if they are knowledgeable about cycling. It is best to not send a completely inexperienced driver out alone to follow a race, and minors should never be used as drivers. At this point, you will know what vehicles will be in the caravan, and who will be in them.

Meeting with the Announcer and Timing Technician

As Chief Referee, you will want to introduce yourself and the Chief Judge to the announcer and the phototiming technician, if any. Communication can be worked out between the Chief Judge and the announcer for the deciding of prime laps and the announcement of prime and other results. The announcer should understand that any color commentary he does should be considered **unofficial**. The announcer's job is to inform the spectators, not affect the outcome of the race. For electronic timing and phototiming, the Chief Referee and Chief Judge need to understand exactly what type of results the technician will be producing. For example, if a time trial is being timed electronically, are the start times being subtracted? Are the results going to be sorted? Is phototiming scheduled for all of the races or just certain ones?

Meeting with the Mechanics

At some races, a technical service company is contracted to provide neutral support for the race. In criteriums, they are often set up strategically in the pits and near the start finish area. It is very important that you discuss with the mechanics how you plan to **handle free laps**. Introduce your pit Referee to them and explain what you expect of both. It is a gross tactical error to send your most inexperienced official down to a pit with certain mechanics.

For road races, the caravan procedure will need to be explained in terms of which vans will be in which positions. More and more, there is a Director of Technical Service, usually the chief mechanic for the company, who makes many of the decisions about which of his vans will go where on a given day, but the Chief Referee is still in charge of moving the support to where it is needed.

The Officials Meeting

Before the start of the first event, there should be a meeting with all of the officials. Make sure everyone knows each other. It is tough to work all day in the hot sun or freezing rain without feeling part of a team.

If not done earlier, now is the time to assign the various duties and to discuss how they will be performed.

- How will you handle riders without licenses?
- How will you handle lapped riders?

- Who will be responsible for filling out occurrence reports, etc?

Take into account the experience and the individual strengths and weaknesses of each member of the crew while considering his needs and the needs of the event. Besides duties during the race, there are pre-race duties you can assign, such as registrar and caravan stager.

At this time you can explain any special rules of the race and your expectations. The crew will also need to know how they can communicate amongst themselves and with the medical team. It is also helpful, especially with officials you do not know well, to make them feel comfortable as part of the crew, and let them know you will back them up in the necessary situations. Leave enough time for questions about the particulars of the job to be done, and set up a time for a post race meeting. Below is a summary of some of the parts of the officials meeting:

Introduction of officials

Delegation of duties. Encourage note taking or hand out assignment sheet so everyone knows where everyone else is.

Expectations as to procedures.

Special rules for the race and interpretations specific to that event.

Communication amongst officials, with Chief Referee, with medical, and with the organizer.
Demonstrate and check radio usage.

Questions about how to do the various official jobs.

Enforce the rules of USA Cycling in a calm, fair, and impartial manner. You are there to protect the riders' rights, and that means all the riders, not just the ones complaining.

General Responsibilities during the Race

All of your pre race preparation should enable you to be free to roam during the event. It is best not to take on a specific race assignment so you are free to answer questions or "trouble shoot" for your officials. Touch bases frequently to make sure things are going smoothly for your crew.

Your responsibilities will fall into several categories:

- Supervise the general conduct of the event
- Oversee other officials
 - Position yourself to best observe the final sprints. Position other officials to observe the sprint from other strategic points on the course. Do not expect your judges to act as referees!
- Interpret and enforce the rules. You are responsible for providing a level playing field for the riders.
- Collect race reports from the assistant referees and assess any penalties
- Do not wait for the riders to report incidents to you, you must be firm and take action when you see an infraction or when one is reported to you by an assistant referee
- Listen to any rider "protests" regarding the race conduct. Follow this up by investigating the situation.
- Generate paperwork
 - Collect any occurrence reports and obtain the original release forms from the organizer

PART ONE: GENERAL OFFICIATING PRINCIPLES

- Prepare the invoice for the officials' fees
 - Mileage for each official
 - Officials fees for appropriate level race and for duties performed
 - If the race extends past 8 hours, the officials receive an additional fee
- Prepare the invoice for the insurance fees based upon the number of entries per category/race

In the flow of results, you are the last piece. No results are final until the Chief Referee declares that there will be no modifications for infractions. Make sure your judges know whether they are good to go with their order of finish or not.

The Flow of Information

Order of Finish (judges) + Laps up or down (scorers) + Penalties assessed (Chief Referee) = Results

Post-Race Responsibilities

Conduct your officials' debriefing meeting. Open the meeting with positive feedback for your officials. Ask if anyone has questions about what they did or what they observed during the event. Discuss difficult or controversial situations, and make as many positive statements as you can about the way the crew handled them. Discuss ways in which a better race could have been achieved. Distribute the officials' fees with a thank you.

Prepare your post-race paperwork. Fill out the Chief Referee's Race Report form and collect the following information to be submitted with the report:

- Race Results
- Occurrence Reports & Standard Athlete's Entry Blank and Release Form for any injured riders
- Any additional report information that needs to be added to the Race Report itself

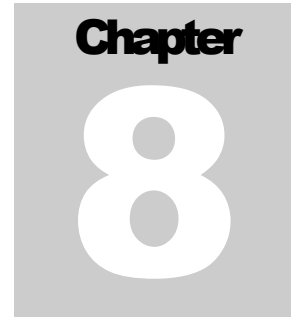
The duties of the Chief Referee will be expanded considerably in the part of this manual dealing with the specific cycling disciplines.

Quick Fact Check # 9

1. When do top officials do most of their work on a race?
2. What does the Chief Judge need to know about three digit numbers?
3. When can prizes be given out?
4. What aspect of prizes does the Chief Referee control?
5. What does the Chief Judge need to have in order to read film?
6. Who cannot use radios during a race?
7. What are two important things the starter should look for on a road bike?
8. What should the Chief Referee discuss with the police?
9. Why should a marshal be stationed near the photofinish tower?

Quick Fact Check #9:

1. before the race
2. if they span more than 100. If not, the first digit can be dropped.
3. after the results are declared final and after 15 minutes have passed after posting.
4. the timing of them
5. a loupe
6. a Junior rider in a in a junior race, or any rider in a race that is not open to category 1 or 2 riders.
7. plugged handlebars, a freewheel, and a working brake on each wheel.
8. road closures and their understanding of rider behavior
9. to keep spectators from climbing on it during the sprint.



VIII. Study Questions/Case Studies for Basic Duties of Officials

Judging

1. If a gun is used, when do you start your watch.?

2. Which finger should you use on the stop watch button?

3. Why should you not communicate with riders, spectators, coaches, etc. while timing?

4. Why is it important to know the number series of the riders?

5. As an official other than a judge, when should you score the race?

6. If an official is doing the lap cards/bell, why should they score the race?

PART ONE: GENERAL OFFICIATING PRINCIPLES

7. When should lap cards be “flipped”?

8. What should you do if a crash occurs on or near the finish of the race?

9. How will you record the numbers at the finish of the race?

Chief Judge

1. The announcer persists in announcing that a rider has gained a lap when your score sheets convincingly show you that this is not the case. What should you do?

2. The sprint goes by, and for whatever reason, you do not have the results. What should you do?

3. You have fairly accurate results for most places, but there are a couple of blanks. How would you resolve this?

4. After a criterium with a great many primes, several riders come to claim primes, and you do not have them listed as winners. What should you do?

5. Two riders insist that you have reversed their placings, disbelieving even the video/photo finish film you show them. They insist that you change the official results. What should you do?

PART ONE: GENERAL OFFICIATING PRINCIPLES

6. You discover an unregistered rider in the race. What should you do?

7. A rider presents you with a protest on the finish order, but after the 15 minute protest period has elapsed. What should you do?

8. A rider goes to collect his prize and discovers that the organizer has already given away the prize. What can be done?

Registrar

1. A rider's license contains what information?

i _____

ii _____

iii _____

iv _____

v _____

vi _____

2. Can a rider alter his license?

3. A rider claims a category or club that does not match the license. What should you do?

4. Is a photocopy a reasonable substitute for License?

PART ONE: GENERAL OFFICIATING PRINCIPLES

5. A rider shows up with no license. What should you do?

6. Who is required to have a license?

7. The race organizer has listed a race as “Senior 4” on the race announcement.

i. A junior rider who is a Category 4 has registered for this race, is he allowed to enter?

ii. A masters rider who is a Category 4 has registered for this race, is he allowed to enter?

iii. A woman rider, who is a Masters 30+, has a license that indicates she is a Category 3 rider. Is she allowed to enter?

8. The race organizer has listed a race as Junior 3-4 on the race announcement. A rider whose license indicates he is an U23, Category 3, wants to enter the race. He states that he is only 18 years old. Is he allowed to enter?

9. The race organizer has listed a race as Junior 17-18, Category 3-4. A rider whose license indicates he is a Category 3 but is only aged 16 wants to enter the race. Is he allowed to compete?

10. The race organizer has listed a race as Masters 55+. A 37 year old woman, Category 2, wants to ride the race. Is she allowed entry?

11. Registration is inadequately organized. You discover there is one long line to register all the riders and only one club member doing registration. What should you do?

PART ONE: GENERAL OFFICIATING PRINCIPLES

12. A rider contests the late fee. What should you do?

Starter

1. Why is it important for riders NOT to fold their numbers?

2. How many numbers are necessary?

3. Who can wear a National Championship jersey? When can the jersey be worn?

4. Who can wear a World Championship jersey or colors?

5. Where is the team name supposed to be positioned on the jersey?

6. The organizer tells you that the Mayor of the town will be the honorary starter. What should you discuss with him?

7. All riders are supposed to start in the same manner. What do you do if all the riders do not have one foot on the ground?

PART ONE: GENERAL OFFICIATING PRINCIPLES

8. What should you do if riders begin to roll off before the whistle?

9. Riders are on the line with folded or cut numbers? What should you do?

10. A rider punctures while on the start line. What should you do?

11. When is the use of shoe covers permitted?

Gear Rollout Referee

1. When should you set up the gear rollout area and why?

2. Who should you submit your report to if a rider has failed gear rollout?

3. Is it necessary to submit a report, if all riders have passed gear rollout and if so, why?

Referee

1. How could a rider receive an immediate penalty without removing them from the competition?

2. You have been assigned as an official working the back side of the course. What type of incidents or infractions might you want to watch out for?

3. You observe a rider swearing at a spectator. What should you do? Is there any penalty for this?

4. What do you report to the Chief Referee?

5. What do you report to the Chief Judge?

Chief Referee

1. When you get to the race, you find out that the prizes are not as announced. What should you do?

2. There are no marshals. What should you do?

PART ONE: GENERAL OFFICIATING PRINCIPLES

3. There is no snow fencing, barricades, or there are other dangers that were unforeseen at the time of the course inspection. How would you handle this?

4. The field limit has been met and there are more riders wanting to register for the race. How can this be handled?

5. Riders have missed the start of their race. What should you do?

6. You are informed by an assistant referee that a rider was seriously hurt and was transported to the hospital. What do you do?

IX. Answers to Case Studies and Questions

Judging

1. If a gun is used, the stop watch is started on the flash from the gun.
2. The finger used on a stop watch should be the index finger.
3. You not communicate with riders, spectators, coaches, etc. while timing because you will lose your focus on the race. You could miss a rider finishing, miss getting a time. Ask an assistant judge or another official to intervene.
4. It's important to know the number series of the riders to ensure that the correct riders are in the race. It also allows you to use only the last two digits when scoring.
5. Other officials who should be scoring the race. Good examples would be referees in a service pit, referees in a feed zone, judges at a remote KOM or sprint line, etc.
6. An official who is doing the lap cards/bell, should score the race because they need to be able to anticipate when the race leaders will next appear. They need to know how many riders are off the back and where they are in relation to the leaders (or the field) so they can make sure the lap cards are changed on the leaders. If they are timing the race, then based on lap times they can anticipate when to expect the leaders.
7. Lap cards be "flipped" when the lead car or motorcycle comes into view. If there is no lead vehicle then the cards on flipped on the race leader.
8. As a judge, if a crash occurs on or near the finish of the race, you must not take your eyes off the finish of the race. STAY FOCUSED and get as many numbers as possible.
9. There are a couple of ways to record the numbers at the finish of the race. You can write them down. You can use a tape recorder and transcribe them after the finish. But even more than the actual means of recording the numbers is what numbers you get. Get as many numbers as possible, note a gap; then get as many more numbers as possible, again note a gap; continue in this fashion until all riders have finished making sure to record the numbers of the riders off the back of the main field.

Chief Judge

1. If the announcer persists in announcing that a rider has gained a lap when your score sheets convincingly show you that this is not the case there are a few possible strategies on how to handle this situation. Have the announcer cut off the microphone while you explain the situation. Remind him that you are in charge of the results and that it is not fair to the riders to give out inaccurate information. If you are unable to resolve the situation, then call the Chief Referee or even the organizer (who signs the announcer's paycheck) to remind him that the officials are in charge of the race and he must follow their instructions. As a last resort, unplug him!
2. If the sprint goes by and you do not have the results you need to organize the situation. Reassure the riders that you will review whatever information exists and arrive at a fair solution. Accept whatever input is available from the riders and officials. I saw one Chief Judge who had the riders take their bikes and position themselves where they thought they were as they crossed the line. They were able to reconstruct the finish order for her. Eliminate riders who were not in the placings. If no order can be established, divide the prize money among those remaining. Remember there is a difference between availing yourself of the riders' input and allowing the riders to dictate the results to you.
3. You have fairly accurate results for most places, but there are a couple of blanks. Accept whatever information is available then post the results with either some blanks or with your best guess for position. The riders will let you know if they should be in one of the blank spaces. If possible, confirm the riders' place by checking the riders' jersey/shorts/helmet/wheels etc. against the film.
4. After a criterium with a great many primes, several riders come to claim primes, and you do not have them listed as winners. Review your score sheets along with the assistant judge's sheets. Confirm when the bell was rung, who was declared eligible for the prime, and any notes that may clarify the confusion on the part of the riders. Prevention: Ensure the bell is rung for a prime only when there is a clear break between groups.
5. Two riders insist that you have reversed their placings, disbelieving even the video or photo finish film you show them. They insist that you change the official results. Consider the fact that the more dominant rider may have pressured the other rider into agreement. They may have ulterior motives (i.e. one of them might need the extra points for upgrading, or it might be related to some type of points series that is being run over a number of events). A good response to them might be, "You two are welcome to switch prizes if you like but the official results will stand." You are in charge of establishing the results, stand firm.
6. You discover an unregistered rider in the race. You may have more than one issue to resolve here. First of all are you sure the rider is not registered. Perhaps there was a mistake at registration. Perhaps the rider has registered in more than one race but registration only gave him one number or the rider didn't have time to replace his number between races. More often than not, there is room for doubt. If you are absolutely sure the rider did not register, then you should have the rider removed from the race. The motorcycle referees can do this most efficiently and subtly. If he was not registered, then a suspension is in order.
7. A rider presents you with a protest on the finish order, but after the 15 minute protest period has elapsed. If you discover the protest is valid and the prizes have not been given out, then you should fix the results. Just because the time is up is no reason to stand by results that you know are wrong. If the prizes have been awarded, there is little you can do. I suggest that if the protest arrives just outside the time limit you may be able to make the change but riders who complain hours and or days later cannot be accommodated.
8. A rider goes to collect his prize and discovers that the organizer has already given away the prize. There are a couple of ways this can happen. The organizer looked at the first set of results and didn't realize there had been a protest and the results were revised, or if there was no protest, a rider defrauded the organizer. The best way for the organizer to avoid the latter is to make the rider show some identification before receiving the prize. In either case, the mistake pertained to the organizer and he owes the rider either money or a prize and must come up with it.

Registrar

1. A riders license contains the following information:
 - i. Licensing body
 - ii. License number
 - iii. Name
 - iv. Club/Team
 - v. Category
 - vi. Age/Class
 2. A rider should not alter their license. However, a rider may be sent an upgrade or change of club sticker that he will apply to his license.
 3. A rider claims a category or club that does not match the license. In order to allow a rider to ride in another category or with a jersey from another club, you need proof of the changes. The proof is either the license or the federation data base.
 4. A photocopy is not a reasonable substitute for a license. It is too easy for changes to be made to a photo copy.
 5. A rider shows up with no license. This is a common problem. Send the rider to the Chief Referee who will have to determine whether or not the rider is licensed and can ride. Today, it is relatively simple for the chief referee to download the USA Cycling's data base of riders so you can verify whether or not the rider is currently licensed.
 6. There are several people who are required to have a license; riders, coaches, mechanics, team managers, and officials.
 7. The race organizer has listed a race as "Senior 4" on the race announcement. First of all, the race organizers should be encouraged to drop the "Senior" it should be listed as a Category 4 race!
 - i. A junior rider who is a Category 4 has registered for this race. He is allowed to enter the race.
 - ii. A masters rider who is a Category 4 has registered for this race. He is allowed to enter the race.
 - iii. A woman rider, who is a Masters 30+, has a license that indicates she is a Category 3 rider. She is allowed to enter. Women may enter categorized races for men that are up to one category lower than their women's category.
 8. The race organizer has listed a race as Junior 3-4 on the race announcement. A rider whose license indicates he is an U23, Category 3, wants to enter the race. Even though he says he is only 18, his racing age is 19 so he is NOT allowed entry into a junior race even though he is a Category 3 rider.
 9. The race organizer has listed a race as Junior 17-18, Category 3-4. A rider whose license indicates he is a Category 3 but is only aged 16 wants to enter the race. He is allowed to enter.
 10. The race organizer has listed a race as Masters 55+. A 37 year old woman, Category 2, wants to ride the race. Because she is a Category 2 rider (not a Category 3-4) she is not allowed to ride in this race.
-

PART ONE: GENERAL OFFICIATING PRINCIPLES

11. Registration is inadequately organized. You discover there is one long line to register all the riders and only one club member doing registration. Contact the organizer and see if more help can be arranged. If you have been assigned to registration you may be able to help out for a little while until the organizer can arrange for someone else. Split the lines into pre-registered and late entries. Accept entries for only one race.
12. A rider contests the late fee. To charge a late fee, the race announcement must state there will be a late fee charged and the announcement have been properly distributed (50% of the licensed riders 2 weeks in advance of the closing date, 80% of the clubs in the state 30 days in advance of the closing date or through electronic media 60 days in advance of the closing date). You need to know if the announcement was correctly distributed to determine if the rider must pay the late fee. National Champions are not exempt from the late fee!

Gear Rollout Referee

1. Gear rollout should be set up established prior to the start of the race so that riders may check their equipment prior to the start of their event. It also gives them time to find the rollout area before the start so they are searching for it following the race.
2. If a rider has failed gear rollout your report needs to be submitted to the Chief Referee so that he can deal with any protests regarding the results of the rollout and to the Chief Judge to ensure that the offending rider is removed from the results.
3. If all riders have passed gear rollout you need to notify the Chief Judge so that they can post the results for the race. Results have to be held until it is known that all riders have passed the rollout.

Starter

1. It important for riders NOT to fold their numbers because the number needs the white background to be easily readable. If the white background has been folded down to a narrow border, it fools the eye and the number blends into the writing on the riders' jersey making it virtually unreadable. As well, the eye becomes "trained" to see an object of a specific size. When that size changes, the eye keeps searching trying to locate the number. You will eventually read it but you will have missed the next two or three numbers so threatening to not place this rider is not a solution! Ask the rider re pin his number, unfolded.
2. The rule book doesn't specify the how many numbers are necessary. Obviously 1 is a minimum but we should encourage race organizers to use at least 2 numbers.
3. Only the current National Champion may wear the National Champion jersey and only in the event in which it was won. So the winner of the Road Race may not wear their jersey in a criterium or time trial only in a road race.
4. Only a member of a National team may wear the jersey and only when representing the Federation. In other words, the Federation receives an invitation for the team to participate in an event. Riders may not wear this jersey at a local race!
5. A current World Champion can wear the World Champions jersey and only in the event in which it was won. A past World Champion can wear the World Championship colors on the trim of their jersey.
6. The team name is supposed to be positioned on either both sides or front and back of the jersey.

7. All riders are supposed to start in the same manner. There may be riders leaning against the stage or each other with both feet clipped into the pedals. Sometimes riders at the back of the field are rolling in circles waiting for the start. Don't make a scene while trying to get these riders to put one foot down. The ones in the back may not hear you. If you carry on too much, you will find that you are the only one concerned. The riders just want to get going. If you have officials at street level, have one stay at the back of the field to control this. They can do so discreetly without making a public scene. You could also start the race when the "circling" riders are facing away from the start line!
8. In road races or criteriums, this is not a critical point. There is no such thing as a false start in these types of races. Only if a group of riders gained an unfair advantage should you stop the race. One way to avoid this problem is to start the race immediately after finishing your announcements.
9. If the numbers are cut, the rider may be required to buy another set before starting. If they are folded, ask the rider to unfold them. Some flexibility may be given to very small riders (women) since the numbers may wrap around them! The important concept is that the numbers should not be altered in a way that hides the advertising (which is money paid to the organizer to promote his even!) nor should there be an aerodynamic benefit to folding the number.
10. If a rider punctures while on the start line, and there is a wheel close at hand that it can be changed quickly, you can delay the start while the change is made. Do not wait if the rider rides out of sight in search of a wheel.
11. Shoe covers are permitted under any conditions.

Referee

1. A rider could receive an immediate penalty without them removing from the race by having a motor cycle official escort them to the back of the field – an immediate relegation.
2. You have been assigned as an official working the back side of the course. The following are incidents or infractions you need to watch for:
 - i. Riding without a helmet
 - ii. Foul language
 - iii. Dangerous riding – abrupt motion, pushing, pulling
 - iv. Riders leaving or entering the course from side streets – sitting out or taking short cuts
 - v. Centerline infractions
 - vi. Riders abandoning the race
3. You observe a rider swearing at a spectator. Notify the Chief Referee immediately. If possible, the rider should be removed from the race. He should be disqualified and a 15 day suspension should be recommended.
4. You should report all infractions to the Chief Referee. Report everything! The decision to penalize, or not, is up to the Chief Referee.
5. The information the Chief Judge needs from you is related to scoring and tracking the riders throughout the race. If you have the numbers of any riders who did not finish (DNF) or who have been lapped you need to make sure these are given to the judges.

Chief Referee

1. When you get to the race, you find out that the prizes are not as announced. The race organizer must make up the prizes or notify the riders that the prize list is not as advertised. The riders may demand that their entry fees be refunded.
2. There are no marshals. Few races can run without marshals, so the organizer needs to find some. The race will need to be delayed until the course is safe. In an extreme case, you may have to cancel the race – a very last resort! This applies also to poor start/finish areas with little crowd control. If you cannot finish the race safely, then don't finish it there. Road races can be stopped outside of town if the run into town is not secure.
3. There is no snow fencing, barricades, or there are other dangers that were unforeseen at the time of the course inspection. Again, you may have to delay the start of the race while the organizer improvises something to make the course safe. Extra marshals can compensate for lack of barricades or snow fencing. Really bad pot holes and drains can be covered up with cold patch, plywood or carpeting respectively. Remember it's a road race and the riders don't need an absolutely perfect road, some minor imperfections should be expected.
4. The field limit has been met and there are more riders wanting to register for the race. The riders showing up on race day, in excess of the field limit, should be put on a waiting list. If pre registered riders do not show up, then their spots can go to those on the waiting list. If you feel that the race will go over the field limit, you should encourage the organizer to allow a rider to ride in only one race. The field limit is a line that cannot be crossed. If the field limit is 100, then 101 riders do not start.
5. Riders have missed the start of their race. Even in criteriums and road races, this is an important decision, so be careful how you make it. You must treat the race as seriously as the riders do. Letting riders jump in with the peloton after the start may affect the outcome of the race. There is no gray area. Riders must complete the full distance of the race. Be sure you do not start the race early. Then you have every right to deny a start to a late rider. It is better to have a couple of angry riders than to have an angry peloton, which very well might be the case if the riders are allowed to jump in and they cause a crash, chase down breaks for their teammates, or give a lead out to a teammate. How you handle late riders will depend on how lapped riders are being dealt with. If you are pulling lapped riders and the late riders are already a lap down, they should not be started. If they are not yet a lap down, you may let them chase, but if they continue to lose distance and are lapped, they will be pulled.