



National Off-Road Bicycle Association
Officials Handbook
2004 Edition



Member Association

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1. Brief History of Mountain Bike Racing

The sport of off-road bicycling began more than 20 years ago in Marin, Calif. Several bicyclists decided to design and build bikes that would allow them to ride over any type of terrain. The cyclists modified existing bicycles, giving them large tires, very small gear ratios and cantilever brakes. One of the unique aspects of off-road bicycling was that if something broke, you had to be prepared to fix it yourself since you would be in the wilderness. This philosophy of self-reliance has remained with the sport throughout the years and makes it unique from road cycling. The underlying philosophy of mountain bike racing is to be self-reliant and self-contained.

Since its humble beginnings, off-road bicycling has dramatically grown in popularity, reaching international stature with the creation of the first Union Cycliste Internationale (UCI)-sanctioned world championships in 1990, along with its debut at the 1996 Olympic Games.

2. Bicycle Racing Associations and Sanctioning Bodies

National Off-Road Bicycle Association (NORBA)

The National Off-Road Bicycle Association (NORBA) is the largest and oldest mountain biking association in the world. NORBA was created to promote fun and fair off-road bicycle racing in the United States. As a not-for-profit entity, NORBA offers off-road bicycle racing opportunities to members of all abilities by sanctioning mountain bike races nationwide. NORBA offers support and services, such as: scheduling assistance to race promoters, trained officials, race promotion kits, promoter meetings, Junior Olympic regional and national mountain bike camps, a National Mountain Bike Series (NMBS) and National Champion titles.

NORBA promotes the sport to the general public and works to keep trails open for all riders. NORBA also issues event permits for cross-country, hillclimb, downhill, dual slalom, time trial and observed trials events. In addition, NORBA markets the sport to sponsors and obtains television exposure through the NORBA National Mountain Bike Series, most of which are also international events on the UCI calendar.

NORBA is a member of USA Cycling, the governing body of mountain biking, road cycling, track, cyclocross and BMX in the United States. The other member bicycling associations of USA Cycling are: the United States Cycling Federation (USCF), U.S. Professional Racing Organization (USPRO) and the National Bicycle League (NBL). USA Cycling is a member of the United States Olympic Committee and the UCI.

A Board of Trustees governs NORBA, and is composed of a cross-section of the cycling community. Represented are the athletes (3), the industry (2), organizers (2), officials (1) and land access (1).

NORBA Racing Philosophy

To enhance the continuing evolution of the off-road bicycle, NORBA emphasizes equipment reliability and individual ability in competitive events. It is in this spirit of self-contained, self-reliant backcountry cycling that NORBA competitive events are conducted. In addition, NORBA encourages responsible riding, as outlined in the NORBA Code of Conduct, printed on the back of every NORBA member's license.

NORBA Code of Conduct

- 1) I will yield the right of way to other non-motorized recreationists.
- 2) I will use caution when overtaking another and will make my presence known well in advance.
- 3) I will maintain control of my speed at all times.
- 4) I will stay on designated trails.
- 5) I will not disturb wildlife or livestock.
- 6) I will not litter.
- 7) I will respect public and private property.
- 8) I will always be self-sufficient.
- 9) I will not travel solo when bikepacking in remote areas.
- 10) I will observe the practice of minimum impact bicycling.
- 11) I will always wear a helmet whenever I ride.

Union Cycliste Internationale (UCI)

The UCI was founded in 1900 and is the world governing body of cycling. All national federations that practice cycling must be affiliated with the UCI. The UCI is responsible for the overall direction of cycling at the international-level, including:

- Allocation and direction of World Championships;
- Assignment of Officials (International Commissaires) to World Championships and Olympic Games;
- Assignment of Chief Commissaires to major international races;
- Organization of International Commissaires courses;
- Other international programs.

International Olympic Committee (IOC)

The IOC orders and directs the Olympic Games. The IOC determines which sports will be included, but leaves the rules and venue inspections for each sport to the international sports federations, such as the UCI. The IOC is comprised of national Olympic committees such as the United States Olympic Committee (USOC).

United States Olympic Committee (USOC)

The USOC is comprised of National Governing Bodies (NGB). The USOC provides financial support to the NGBs, and although each NGB is empowered to select its teams for the Olympic Games and other international competitions, the USOC imposes team selection rules. The Amateur Sports Act of 1978 mandates this supervision. The United States Congress enacted the legislation.

The UCI, in Switzerland, is the formal governing body for worldwide cycling.



National Federations are the governing bodies for cycling within their own countries.

USA



Canada



Mexico



Local Associations with Regional Coordinators

West

South

North Central

Mountain

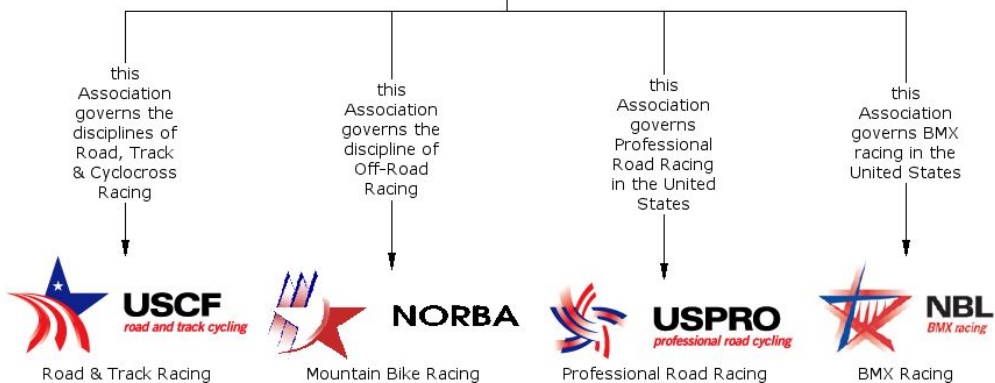
Northeast

Worldwide Structure of Competitive Cycling



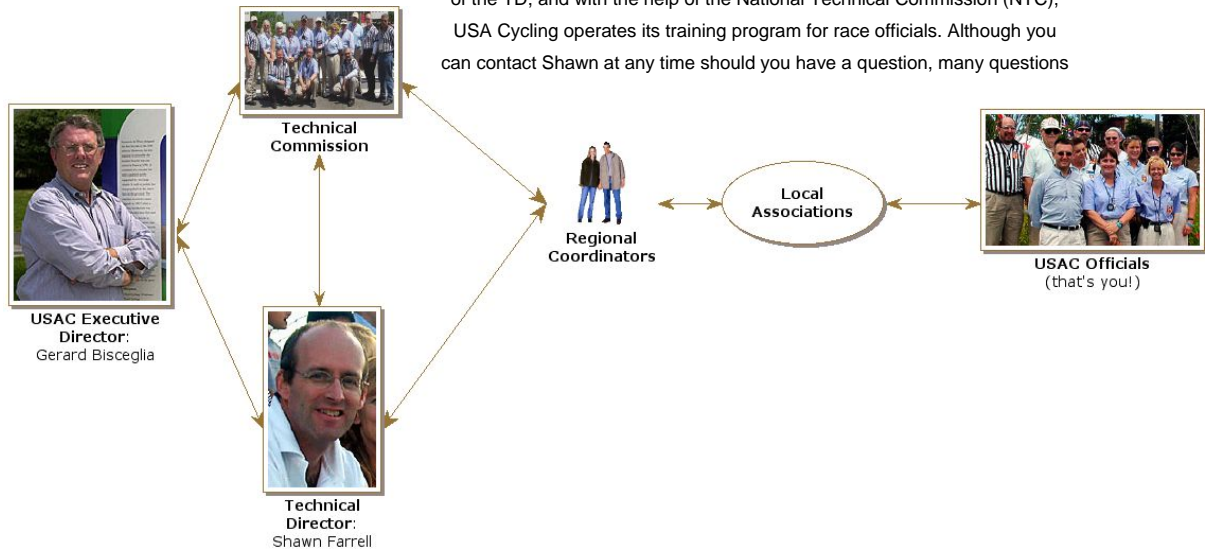
**USA
Cycling**
**Parent
Organization
for the
Associations**

** The NCCA (National
Collegiate Cycling Association)
is a committee of USA Cycling
that organizes competitive
cycling at the collegiate level.*



Structure of USA Cycling

The USA Cycling race officials program is unified under a single manager, USA Cycling's Technical Director (TD), Shawn Farrell. Under the auspices of the TD, and with the help of the National Technical Commission (NTC), USA Cycling operates its training program for race officials. Although you can contact Shawn at any time should you have a question, many questions



Political Structure of USAC Officiating

3. Environmental Concerns

NORBA is committed to safeguarding the natural environment and ensuring its sensitive use. Increased opportunities for land access are important for off-road bicycling. Restrictions on access should only be necessary where significant damage to other interests might arise. Mountain biking activity will ultimately require the development of extensive new path and trail systems in many parts of the United States.

Mountain biking is a rapidly growing aspect of cycling. It raises new issues, which must be addressed in a constructive manner if the interests of all cyclists are to be properly protected. NORBA believes the best way to move forward is through the development of good mountain biking practice codes. In some limited circumstances, these may need to be supplemented by statutory restraints. It is necessary for NORBA officials to support and advocate this attitude.

The overall image of mountain biking and cycling in general can be affected by the publicity associated with mountain bike competitions. Adverse publicity can lead to undesirable constraints.

NORBA supports the work of the International Mountain Bike Association (IMBA) in educating all users of the backcountry about safe and appropriate use of mountain bikes on trails. NORBA has supported IMBA through donations, grants, founding of the National Mountain Bike Patrol and promoting IMBA's rules of the trail to all its members. Always remember to abide by the rules of the trail.

IMBA RULES OF THE TRAIL

Ride only open trails

Respect road and trail closures, avoid trespassing on private land, obtain permits and authorization, if required. Federal and state wilderness areas are closed to cycling.

Leave no trace

Be sensitive to the dirt beneath you. Even on open trails, do not ride under conditions which will leave evidence of your passing, such as on certain soils shortly after a rain. Observe the different types of soils and trail construction; practice low-impact cycling. Stay on designated trails and do not create new ones. Pack out what you pack in.

Control your bicycle

Excessive speed maims and threatens people.

Always yield the trail

Make your approach known, well in advance of reaching another trail user. A friendly greeting or bell is considerate and works well. Startling someone may cause loss of trail access. Show your respect when passing others but slowing to a walk or stopping. Anticipate that other trail users may be around corners or blind spots.

Never spook animals

Many animals are startled by an unannounced approach, a sudden movement or loud noises. This situation can be dangerous for you, others and animals. Give animals extra time and room to adjust to you. When passing horses, use special care and follow the directions of horseback riders. Running cattle and disturbing wild animals is a serious offense. Leave gates as you found them.

Plan ahead

Know your equipment, ability and the area in which you are riding. Be self-sufficient at all times. Wear a helmet, keep your bike in good condition and carry necessary supplies for weather changes.

4. Overview of NORBA Officials Program

Mission Statement

The NORBA Officials Program shall provide a concise training program of educating and informing officials of NORBA rules, guidelines and philosophies. The NORBA Officials Program will strive to provide the mountain bike racing community with fair and consistent race officials.

NORBA Officials' Philosophy

Attitude & Behavior Expectations of NORBA Officials

NORBA envisions your role as an official at events to be that of a customer service representative of NORBA, its goals, mission and philosophy. The ability to serve in this capacity will add much to the race. The better you understand about how NORBA functions within its rules, regulations and policies, the better you can manage situations at a race. It is imperative that you keep this perspective at all events. As you become more involved in the sport of off-road cycling, you will find that people will seek you out for guidance in all aspects of mountain bike racing. Race promoters will also depend on your assistance and knowledge at their events.

While your personal views may differ, you should maintain a positive attitude when discussing policies with racers or the public. If you speak poorly of NORBA or USA Cycling and/or their policies publicly, you damage the public perception of both the national federation and the sport as a whole. If you have an opinion contrary to NORBA policy, keep it to yourself. There are many avenues to make your opinions heard and to affect (or influence) changes in policy. You may contact a more experienced official, contact NORBA staff with your concerns via email, fax or letter. Also, include any observations in your Official's Report following an event. You may also contact your NORBA Board of Trustees representative. As officials, we have a NORBA trustee representing the specific interests of officials. The Trustee does not report to NORBA staff, but is a part of a committee that gives NORBA staff guidance in creating policies.

It is important to understand the needs and philosophy of a sports official. In general, all officials have the same task and needs, and therefore, share a common bond. Regardless of the sport, the characteristics and essential skills that need to be developed to make them work are the same. There are **eight characteristics**:

1. Integrity
2. Consistency
3. Rapport
4. Decisiveness
5. Poise and Body Language
6. Judgment
7. Confidence
8. Enjoyment of the Sport

Skills needed to help develop these characteristics:

1. Communication
2. Confidence
3. Motivation
4. Relaxation

5. Concentration
6. Imagery

The official must establish a level playing field that is based on the rules of the sport, must at all times be neutral, must have compassion for the athlete and must understand the needs of both the organizer and media.

Always Remember: Officials exist because athletes are competing. Once officials become the focus of attention, for whatever reason, they have lost their purpose.

Goals of NORBA Officials

- NORBA Officials will serve as agents at the races they officiate.
- Officials will enhance and assist in providing for a safe and fair competition for all involved.
- Officials will provide an accurate record of the events they officiate for historical and planning purposes (Officials Report).
- Officials will create a positive image for NORBA at all events.

Becoming a NORBA Official

An annual NORBA official's license costs \$35. Applications are available at the time the official's course is taken, or can be found online at www.usacycling.org. Licenses expire December 31 of the current year.

NORBA Officials' Responsibilities

NORBA has determined that in order to conduct events consistently with the rules of the sport, we need to assign and train neutral parties (officials) well versed with the NORBA rules and regulations of mountain bike racing and event management. Basic responsibilities are as follows:

1. **To serve as a representative of NORBA**
2. **Race Experience** Assist race promoter to provide optimum race experience
3. **Scoring/timing/results** Assist as necessary
4. **Licenses** Oversee sale of annual licenses at event
5. **Registration** Address situations involving licenses, classes and categories
6. **Rule Clarification** As necessary
7. **Protests** As necessary
8. **Race Evaluation** Submit to NORBA, with a copy to the race organizer
9. **General Summary** Provide any information to NORBA and race organization that is not addressed in the race evaluation.

Education of Officials

Regional C Official

Mountain biking has added an entry-level grade to the three existing levels it uses to differentiate race officials:

Regional Category "C"

- A. Minimum age: 18
- B. Badge: NORBA Official

C. Authorized assignment level:

- All races, except in a Chief Official capacity
- After having completed 3 mentored races, may assume a Chief capacity at Category D or E events

Regional Category C seminars will be held either separately in areas with a high focus on mountain biking or in conjunction with a road and track seminar where that is more convenient for the officials in the area. Students will take the seminar, which will normally be a half-day, and then take an open-book exam. Seminar attendees who pass the open-book exam and send in a completed application with the current official's license fee will be certified as Regional Category C in the disciplines covered in the seminar.

Regional B Official

[Regional "B"—reserved for now, but will be phased in over the next few years.]

Regional A Official

- A. Minimum age: 21
- B. Badge: NORBA Official
- C. Recommended assignment level:
 - All races, except not in a Chief capacity at any Category B or higher event

Once an official has been a Regional Category C for one full season and can demonstrate that they have officiated at least 10 mountain bike events in a variety of positions, they will be eligible to take the Regional Category A course. This course will be two days and will consist of at least a written and oral exam, and possibly a practical application session. A minimum score of 70% will be required on each part for passing.

National Commissaires

- A. Minimum age: 23
- B. Badge: National Commissaire
- C. Recommended assignment level:
 - All races, except for positions reserved to ICs under UCI regulations

NORBA will conduct national commissaire courses, as needed. NORBA will extend invitations for participation to those qualified individuals with high evaluations, recommendations and a resume. National commissaires courses will be instructed by UCI International Commissaires and will be held over three to four days. The current UCI Mountain Bike Regulations are available online on the UCI website: www.uci.ch. Participants will need to know these regulations prior to the course, as participants will be tested on both international and national rules. To be qualified to take the National Commissaire course, an official must have been a Regional Category A for at least a full season and demonstrate that they have officiated at least 20 events since becoming a Regional A. The exam will consist of a written part and an oral part. A minimum score of 80% on each part will be required for passing.

International Commissaire

- A. Minimum age: 25

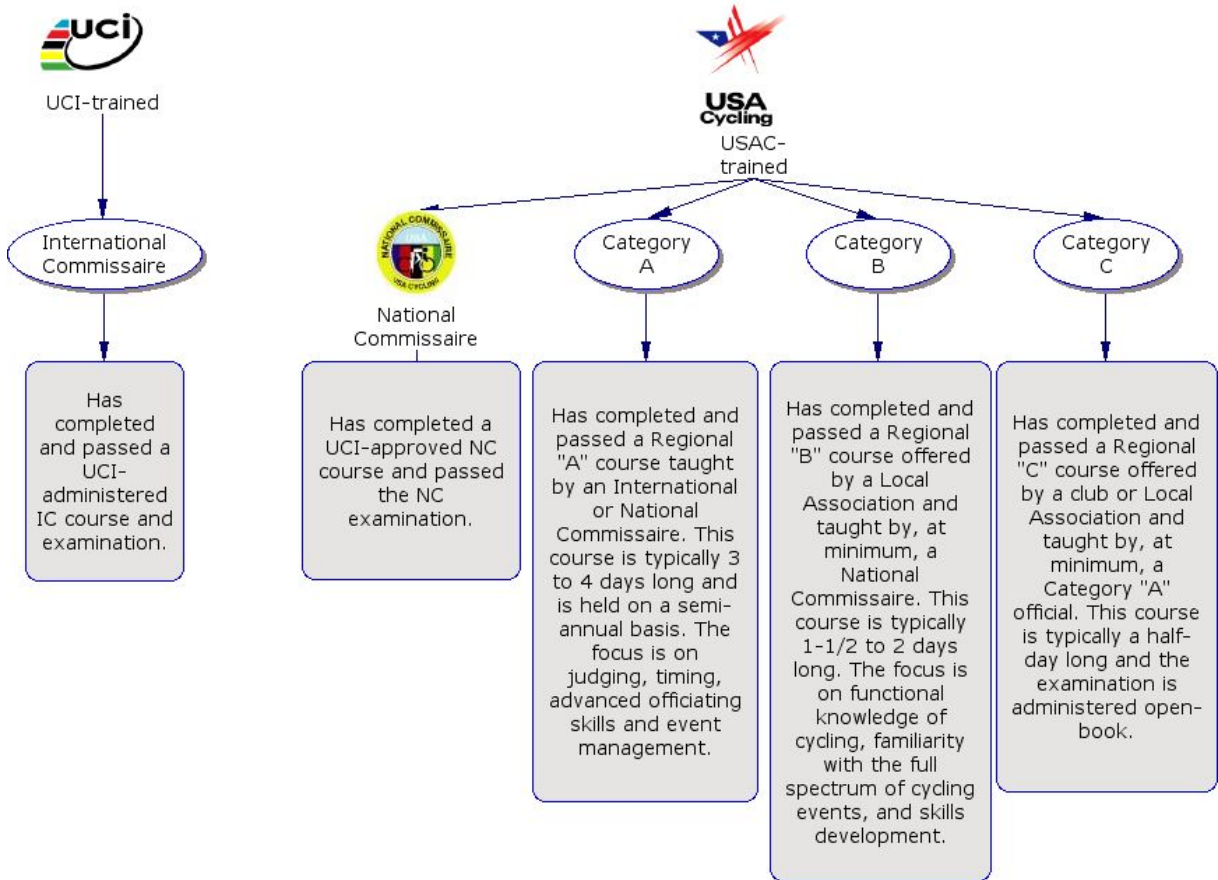
- B. Badge: As specified by UCI, when fulfilling a role reserved to ICs under UCI regulations, otherwise National Commissaire
- C. Recommended assignment level: All races and all positions

Special Clinics / Seminars

Clinics and seminars on special issues or rules may be conducted throughout the year. These will be announced on the USA Cycling website. Also, current NORBA officials and national commissaires may be required to attend clinics to review new rules, techniques, etc.

Education Materials

NORBA produces all exams, official's guidebooks and handouts. Slides, videos and other visual tools may be used at NORBA Officials courses and clinics.



Categorization of USAC Officials

Appointment of NORBA Officials

International Events

The UCI or NORBA will appoint international and national commissaires for international events in the United States. NORBA may solicit applications for these events. The UCI will also appoint the College of Commissaires for World Championships. Eligible candidates must be international commissaires.

National Mountain Bike Series (NMBS)

NORBA will appoint international commissaires, national commissaires, and Regional Category A officials for the NMBS events and for the National Championships. These appointments are based on experience, evaluations and proximity to the event. In addition, a demonstrated ability of the officials to work with event organization and staff is also considered when appointing officials to the NMBS events. NORBA may solicit applications for these events.

Domestic Events

NORBA will appoint an official to all events following a discussion with event organizers. Appointments will be based on evaluations, proximity of officials to the event and the experience of the officials. NORBA intends for officials to obtain as much experience as possible at the domestic level. Proficiency in technical skills will be an important factor when selecting these individuals.

Evaluation of NORBA Officials

National Officials

National commissaires will be evaluated by event organizers, and possibly by a UCI commissaire or a NORBA representative, if they are present at the event.

Regional Officials

NORBA officials will be evaluated by the event organizers based on a NORBA official's evaluation form prepared by NORBA and supplied in event promoter's sanction kits. These forms are submitted directly to NORBA following the race.

USA Cycling Officials Code of Conduct

USA Cycling ultimately governs NORBA officials. In order to provide a standard and expectation of conduct, USAC has an Officials Code of Conduct. Individual behavior and gestures are analyzed, communicated, compared and judged. It is imperative to apply racing rules impartially and consistently. Overall, the official must act as an ambassador for NORBA and USA Cycling at all times.

Code of Conduct / General

- It is recommended that the official not be accompanied by a spouse or significant other at an event. Unless prior arrangements have been made, bringing an extra person can cause problems with the organizer in regards to expenses and housing.
- Your objectivity may be questioned if you travel with a guest or if a relative is working the same event.

Pre-Event

- As soon as you are informed of the race assignment, contact the race organizer concerning event details (see section "Contact with Race Promoter").
- If something contradicts the rules, let the organizer know immediately. Waiting until the last minute can cause problems for everyone, especially you and the officiating crew.

Event

- Punctuality is key!
- Arrive prepared to go to work.
- Wear the appropriate apparel.
- Develop the necessary team atmosphere for a successful event.
- Offer to help and solve any difficulties that may occur.

Interpersonal Skills

- Essential qualities: leadership, responsibility, proper amount of authority, respect, fairness and diplomacy.
- Always use polite and proper language.
- Never refuse to have a discussion.
- If you demand respect, then you must respect the other person.

Following these simple points will ensure that you always project a professional image for yourself and USA Cycling.

Also, refer to the Code of Ethics which has recently been adopted by USA Cycling and is available in the latest version of *Race Official's Administrative Handbook*, published by USA Cycling..

5. Basic Principles of Officiating

Why do we have officials at NORBA events?

Officials are at events to reinforce good sportsmanship, fair & safe competition and consistent rules. Officials provide objective observations to determine race results and proper conduct. Officials allow competitors to focus all their attention on their own performance, confident in the knowledge that they are participating in a fair and safe competition.

Why are you an official?

Many officials became officials through their love of cycling and mountain biking. Others became officials because they have a flair for organization, are good managers and enjoy being involved with a growing and dynamic sport. There are many reasons why people become NORBA officials, but they are all important. The mountain bike racing community is thankful for an official's efforts.

How can you be a fair and objective NORBA official?

You can be a fair and objective NORBA Official by knowing the rules of off-road bicycle racing and what they mean. Make sure you know the NORBA interpretation of each rule. If you are not sure, contact NORBA to find out what the interpretation is on the specific rule. Do not insist to riders that your interpretation is better than the NORBA interpretation. If there is a disagreement over rule interpretation, bring it to the attention to the NORBA staff outside of the race venue. Riders travel and race with many different officials in the course of their racing career, so simple justice demands that they find consistency in the rules across the country. Remain objective at all times.

How do I build my confidence as an official?

Once you know the rules, you will feel more and more confident that you can make good decisions. When riders, organizers and event officials have questions, you will be able to answer them correctly because you know the rules. This will enhance your poise and allow you to remain calm at all times. When the rules do not specifically address a point, you will use good judgment to make a reasonable decision. Also, once you have made such a decision, you will not be easily swayed from it. You will make obvious to everyone 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 have good rapport with riders, managers, organizers and the other officials with whom you work because you are sensitive to their needs and you share a common goal: a fair and safe bicycle race that is won by the most capable competitor that day.

In addition to knowing the rules, being comfortable with pre-event and post-event processes will help boost your confidence. Event promoters and clubs may approach you for information and answers to their questions in regards to permitting and paperwork, so it is imperative that you have a working knowledge of these processes. [See appropriate sections and attachments for pre and post event reports]

6. Officiating Equipment

Required

NORBA Competition Rulebook

Paper (pads with cardboard backing) / 2

Clipboards / 2

Stopwatches / 2

Pens, pencils (lots!)

Whistle

Wristwatch

Forms: protest and report of occurrence, officials' invoices, chief official's report

Recommended

Backpack or briefcase (to carry equipment)

Clear plastic turkey bags...they need to fit over clipboard

Envelopes

Facial tissue

First aid kit

Felt tip markers

Bell to signal final lap

Gloves (should be able to write with them on)

NORBA Event Directors Guidebook

Pencil pouch

Race flier

Rain jacket or poncho

Safety pins

Schedules (AMBC, NCS)

Scotch tape

Stapler

Sunscreen

Tape recorder

Warm or cool clothes, as appropriate

Water

Wet-Ones

Optional Equipment

Calculator

Tape measure

Wide masking tape / duct tape

License Supplies

Change (\$1, \$5, \$10)

Hole punch (for upgrading riders)

License applications: Annual, One-Day

Pens

Secure money box

Signature stamp (a real luxury!)

Stapler, paper clips, elastics, white-out, calculator

Rider upgrade forms

7. Race Officials Job Descriptions

Local, State, Regional Events

Chief Official

The main role of the Chief Official is to ensure that regulations are respected and protests are handled to as they are received. The Chief Official cooperates with the race organizer to carry out his duties. The Chief Official supervises fair start and finish procedures, operates or supervises timing/scoring and certifies the race results as official. The Chief Official will also oversee membership sales and handle license control at registration and is also responsible for all final decisions regarding the actual competition.

Pre-Event

The Chief Official will contact the organizer no less than two months prior to the event, to discuss the Pre-Event Planning Checklist and event flier. The Chief Official needs to ask if other races have been run on the same course; and if so, the Chief Official should look at the historical lap times to determine the appropriate number of laps. If not, ask the organizer how he estimated the lap times for the race. If necessary, the Chief Official should speak with NORBA about transportation to and from the event, and accommodations. The Chief Official needs to keep in contact with the race organizer until arrival on site, to develop a good, working relationship.

Finish Judge

The Finish Judge will ensure that the finish order and times are listed correctly for each competitor in every event. The Finish Judge will work closely with the timing company or timers to make sure that timing is done accurately. The Finish Judge will also score the races as a back-up to the timing company system.

Secretary

The Secretary will ensure that each rider is properly entered in the appropriate category, with the correct number. He is also responsible for the sales of NORBA licenses on site. The Secretary will help oversee and manage the registration process.

National Events

Chief Official

The Chief Official is responsible for all final decisions regarding the actual competition. The Chief Official also works closely with the NORBA Competition Director, race director, timing crew and event staff and oversees the other race officials to ensure the event runs smoothly.

Site Arrival

The first priority upon arrival is to meet with the race director, NORBA Competition Director and the head of the timing crew. The easiest way to find them is to stop by race registration. A meeting should be arranged for sometime during the day to review the race schedule and discuss any problems that may have arisen during the week. Look at venue design and inspect the courses before the event begins.

Race Weekend

The pre-race day competition meeting should include at least these key people: NORBA Competition Director, race director, technical director, head of timing, Chief Official and finish judge. If the other officials are available, they should also attend this meeting. Additionally, there will be a brief meeting each race morning among the NORBA Competition Director, race director and Chief Official. No decisions regarding the race will be made without the concurrence of these three people.

Cross-country

No specific duties are required of the Chief Official, other than to deal with protests, problems and oversee other officials.

Mountain Cross (4-Cross)

Before the start of the event, the Chief should review the course and anticipate where race incidents are likely to occur. The chief should carefully watch the qualification round for the lines which the racers are taking. This will help to anticipate incidents in the final rounds. If there are no problems, proceed to the bottom of the course to deal with any problems and/or protests. The Chief Official, or his designee, should oversee the racing event and make all calls relating to warning, relegation, or disqualification.

Dual Slalom

Before the start of the event, the Chief should go to the top of the course and conduct the rider's meeting, before qualification rounds as well as before elimination rounds. At these meetings, the Chief Official will explain how each round will be conducted. Following the meeting, he may wish to observe the first few starts and if there are no problems, proceed to the bottom of the course to deal with any problems and/or protests. The Chief Official should observe the racing as much as possible for any possible infractions.

Downhill

The Chief Official should have no specific duties other than to deal with protests, problems and officials' questions. If a rider wishes to restart, the Chief Official is the only one who has the authority to grant one, for any reason. If there is a need to stop the race, the bib numbers of the most recent starter should be given to the Chief Official, so that he may determine who was affected and if a restart is appropriate. The Chief should not offer a restart to the affected riders; the riders are responsible for asking the Chief Official for a restart. When the Chief Official grants the rider a restart, he should let the rider know that the second run will count, even if their first one was faster. Although the Chief Official is ultimately responsible for officiating decisions made during the event, he should include as many other officials as possible in decisions.

Assistant Chief Official

The Assistant Chief Official's responsibilities are varied, but this position serves as a close assistant to the Chief Official in the completion of his/her duties. The Assistant Chief Official must be able to fill any position.

Cross-country

During the Elite races, the Assistant Chief Official should be in the feed zone maintaining order and watching for any infractions. During the amateur races, he should receive and deal with protests.

Mountain Cross (4-Cross)

The Assistant Chief Official should be at the end of the finishing chute. They are in direct communication with the Chief and Finish Judge. They will issue any yellow (relegation) or red (disqualification) cards as appropriate. They will indicate which riders have qualified for the next round before allowing riders to leave the finish chute.

Dual Slalom

The Assistant Chief Official should be at the top of the course, helping with rider staging. The Assistant Chief Official could also be on the course watching for infractions.

Downhill

The Assistant Chief Official should be at the start assisting the Start Judge.

Start Judge

The Start Judge is the official who calls the riders to the line, gives them their instructions and starts the race. Prior to the start of the race, the riders will be staged. The Start Judge's duties will begin at this time by checking the riders in the staging area. Items that need to be checked include:

Numbers

Race numbers are to be provided by the race organizer. The figures should be black on a white background. The name of a race sponsor can appear on the number plate. Race numbers cannot be folded or trimmed.

Helmets

At all times when participating in or preparing for an event held under a USA Cycling permit, all licensees who are mounted on a bicycle shall wear a securely fastened helmet that meets either the US DOT helmet standards or one of the following standards:

- 1) American National Standards Institute (ANSI) Standard Z90.4;
- 2) Snell Memorial Foundation Standard "B" or "N" series;
- 3) American Society for Testing and Materials (ASTM) standard F-1447;
- 4) Canadian Standards Association (CSA) standard CAN/CSA-D113.2-M;
- 5) U.S. Consumer Product Safety Commission (CPSC) standard for bicycle helmets;
- 6) As to NBL only, such standards as maybe determined by its Board of Trustees to be in the best interest of its members from time to time.

Riders shall show documentary proof of this, such as a manufacturer's label, upon request by event officials. Beginning January 1, 2010, only the DOT and CPSC helmet standards will be recognized.

Announcements to Riders on the Line

If you know in advance that you will be the Start Judge, there is some planning you can do prior to the race start. You will need a copy of the race announcement and race schedule to determine what should be announced to the riders at the line.

- 1) **Plan your announcements carefully.** Write them down so each group hears the same information and the message is consistent. You also need to verify with the Chief Official if any special announcements they want you to make. Confine your announcements to those things that can change from race to race.
- 2) **Things not to announce.** Do not recite the rules! You do not need to announce anything that was presented in writing on the race announcement or at registration. Don't end your announcements with "Are there any questions?" Often riders feel obliged to come up with something to ask just because you posed the question. Never make threats to riders in your announcements.

- 3) **Timing of announcements.** When the riders come to the line, they are prepared to race and are not interested in what you have to say with the exception of a few key points. When you are done talking, racers will assume it is time to race, so be ready to start the race as soon as you are done with the announcements. If there will be a delay, have the delay before you give the announcements, rather than after you talk. At a national level events, there may be a set order of pre-race events, such as announcements first, the introductions of riders, the national anthem, and then the signal to start. It is important that you work with the organizer, announcer, and NORBA staff to help keep events running smoothly.
- 4) **End your announcement.** When you have finished your announcements (check your card or starter's checklist carefully) say "Riders Ready!" and start the race. Avoid any hesitation, because this gives them the opportunity to false start. At national level events, riders will be given a 2-minute, 1-minute, 30 second, and 15 second warning prior to the start.

Starting the Race

The most widely used methods to start an event are by using a whistle, gun, flag or verbal command. Also, do **not** start a race prior to its scheduled start time.

The Start Judge is responsible for ensuring that all events start fairly and on time. It must also be emphasized that during the downhill, only the Chief Official has the authority to grant a restart.

Cross-country

With the assistance of the other officials, the Start Judge and assistants will check all waves of riders before the start to look for numbers that may be out of sequence. Checking for numbers in the correct wave is imperative for accurate scoring. [Note that at national level events, the numbers are not given in any sequence by the current timing company, so there's no way to identify a rider starting in the wrong group. The Start Judge will also ensure that all waves start on time. After the start, he/she should assist the Assistant Chief with solving protests or monitoring the feedzone—whatever may be the need of the Chief Official.

Mountain Cross (4-Cross)

The Start Judge is in charge of the start of the race. They will not start the next heat of riders without the clearance of the Chief. They make sure the riders choose their lanes in the proper order, with the lowest seed getting first choice. Ideally an assistant would help with this. The starter ensures that the start is fair and watches the riders through the first few turns. He will indicate to the Chief if any rider goes outside of their designated lane at the start.

Dual Slalom

The Start Judge should be at the start, giving instructions, controlling the start and watching the first few gates.

Downhill

The Start Judge should be at the start, giving instructions and starting riders. **ONLY THE CHIEF OFFICIAL HAS THE AUTHORITY TO GRANT A RESTART.**

Finish Judge

The Finish Judge is responsible for all final decisions regarding the order of finish. They judge will provide a manual backup by scoring every event and will check all final results before signing them to make them final.

Cross-country

The Finish Judge will manually score the race. Where necessary, they will provide a list of lapped riders to the timing crew so they can be in the correct order in the final results.

Mountain Cross (4-Cross)

The Finish Judge will be at the finish, manually scoring the race and double-checking the results with the timing crew. He will record the order of finish and announce it IMMEDIATELY over the radio informing the Chief. The Chief will then indicate any warnings, relegations, or disqualifications. The Finish Judge will relay this information to the Timing Company and Race Secretary.

Dual Slalom

The Finish Judge will be at the finish, manually scoring the race and double-checking the scores with the timing crew.

Downhill

The Finish Judge will be at the finish, manually scoring and timing the race.

Race Secretary

The Race Secretary is responsible for the checking all licenses at registration. This person will conduct or supervise the selling and accounting of all licenses sold on site. The race organizer is obligated to provide two assistants for the Race Secretary so these duties can be completed. The Race Secretary may have to train the two assistants as needed. When registration is closed, the Race Secretary will be available to assist other officials.

Other responsibilities include: attending all riders' meetings, recording the minutes and providing the Chief Official with a copy of the riders' meeting minutes at the earliest convenience. Also, he/she will see that all communiqués, announcements and schedule changes are posted.

If registration isn't too busy and the location of registration allows it, the Race Secretary should see that the results are signed when official. As soon as they are official, they need to be posted and distributed to the Media Center AS SOON AS POSSIBLE.

Cross-country

The Race Secretary will be in race registration during the amateur classes. During the Elite races, if time permits, he/she should make sure the official results are signed and delivered to the Media Center.

Mountain Cross (4-Cross)

The Race Secretary is in direct communication with the Timing Company and in at least verbal communication with the Finish Judge. He will complete the grid based upon finish order and any relegations or disqualifications. He ensures that the Timing Company is aware of any relegations or disqualifications. He is in constant communication with the Timing Company in case there are any issues.

Dual Slalom

If race registration is closed, he/she should be on the racecourse watching for infractions.

Downhill

The Race Secretary will in be in race registration during the amateur races.

8. Bicycle Racing General Definitions

1. A **bicycle race** is a competition among persons using bicycles where awards are given based on relative performance.
2. The **organizer** or **race promoter/director** of a race is the person named as such in the race permit. This person is responsible to NORBA for the proper organization of the race.
3. An **event permit** is a non-exclusive authorization issued by NORBA to a member club or race organizer to conduct an event of a specified type at a designated location on a specific date.
4. A **race series** is a sequence of the events of the same type (such as cross-country, downhill, dual slalom, observed trials) conducted in a single district generally on a regular basis at the same location, time and day of the week.
5. **Race entry** is the process of paying a fee and making a commitment to compete.
6. **Race surcharges** are fees charged in addition to the basic race entry fee. They include any fees NORBA may charge to cover the cost of insurance and/or late entries provided the official race announcement has stated the surcharge.
7. **Race registration** is the process of presenting a license, signing a waiver, paying the entry fee, and picking up race information and numbers.
8. A rider's **racing age** shall be his or her age on December 31 of the current year. All references to age of riders or race age groups shall be interpreted as referring to racing age.
9. The **prize list** for a race consists of all prizes arranged in advance by the organizer. The prize list for a race is the sum of the prizes listed for the individual races.
10. **Race officials** are appointed by the event directors or NORBA to oversee the conduct of the race. Race officials also ensure racers and the event are in compliance with NORBA rules.
11. **Licensees** are persons holding NORBA licenses, such as riders, officials, coaches and mechanics.
12. A **waiver** is the release form signed by the rider that is a contract with legal consequences. Every rider must sign a waiver prior to the acceptance into the race.
13. A **protest** is a formal request by a rider or team manager to have a race official review a decision, oversight or result.
14. An **appeal** is a formal request for review of a protest by an appeals jury.

9. Types of Mountain Bike Competition

Cross-country

(XC)

An individual or mass start competition that is held on a circuit course comprised of forest roads, forest or field trails and unpaved dirt or gravel roads (a minimal amount of paved road may be necessary).

Point-to-Point

(PP)

An individual or mass start competition held on a course from point A to point B comprised of forest roads, forest or field trails and unpaved dirt or gravel roads (a minimal amount of paved road may be necessary).

Hillclimb

(HC)

A Hillclimb is a timed competition of sustained climbing in which the finish line is located at a higher altitude than the start line. A hill climb may be a mass start or an individual time trial.

Short-Track Cross-country

(STXC)

A shortened, criterium-style cross-country race, designed to be spectator-friendly and easily televised. The course is 100 percent rideable, regardless of terrain and weather conditions and is appropriate for Elite riders and junior athletes. Lap times for pro men average one minute and 30 seconds per lap and pro women average one minute and 45 seconds per lap. Granny gear climbs are prohibited. Race duration is 25-30 minutes. At least 80 percent of the course is off-road. Spectator viewing and access are key.

Stage Races

(SR)

Events where competitors are required to compete in a series of different events toward one total overall score or time. A typical stage race might consist of a hillclimb, cross-country and point-to-point. This event determines the strongest and most versatile rider and occurs over a couple days. Each stage has a winner. Competitors must complete all stages with the finishing times or points recorded after each event. The rider with the lowest accumulated time/points at the conclusion of all the stages is the overall winner. A rider may be rewarded for winning an individual stage with bonus seconds, which are subtracted from the overall time (General Classification/GC).

Marathon and Ultra Marathon

Any event between 37 miles and 62 miles is considered a marathon. An event in excess of 62 miles is classified as an Ultra Marathon event. Marathon events are to be contested over a length of time that exceeds the standard cross-country or point-to-point event. The promoter has the right to structure each event to meet the needs of the venue and competition. The promoter will supply race guidelines, outlining any alterations of current NORBA rules (i.e. wheel changes or outside assistance).

Downhill

(DH)

Downhill is a timed competition of sustained descending in which the finish line is located at a lower altitude than the start line. Competitors typically depart the start line at regular intervals (i.e. 30 seconds).

Mountain Cross or 4-Cross (MX or 4X)

4-Cross is a competition that consists of a qualifying round in order to stage race series where four riders compete on a shared short downhill-type course. The winner and the second placed rider in each match qualify automatically for the subsequent round. The third and fourth placed riders are immediately eliminated. Times are not taken into account except in the qualification stage.

Dual Slalom (DS)

Dual Slalom is an event where two competitors race head-to-head down two parallel slalom courses. The two courses should be as close to identical as possible with an average time differential of less than one second.

Observed Trials (OT)

Event conducted over an obstacle course, including such natural hazards as: mud, rocks, water, etc. The obstacle course may have any number of sections. The riders attempt to negotiate each section without putting down a foot or hand (dab). Each dab adds a point to the rider's score. The rider with the lowest score wins the event. There are two classes, modified (20") and stock.

Super D

Super D is an event that is a hybrid of cross-country and downhill. Starts may be individual or Le Mans mass start. The course should be 12-20 minutes in length, have significantly more descending than climbing, be devoid of jumps, and not be extremely technical.

Team Relay

Events held on a circuit by teams, the members of which each take a turn on the course. The first team to have all of its members complete the course is the winner.

Wheelchair

Downhill wheelchair racing is an event that normally only happens at National races. Here are some guidelines and recommendations that come from wheelchair representatives. Wheelchair competitors have course requirements for width, off-camber and uphill momentum to maintain a fair racing environment for all riders.

10. NORBA Discipline Category and Class Designation

There are three separate discipline category designations on the NORBA license. They are: cross-country, downhill and observed trials.

For continued consistency and minimum confusion on the part of our membership, it is extremely important for race promoters to adhere to the NORBA class and category divisions and names. Promoters may further break down the classes into smaller age groups, as needed.

Class

Riders are classified according to their age on December 31 of the current year.

Junior:	18 years old and younger
Senior:	19-29 years old
Master:	30 years old and older

Categories

Riders are categorized according to ability. All riders are categorized according to ability in each discipline, except for some of the junior classes. Riders are only allowed to compete in the ability category that is indicated on their license.

Beginner:	Casual, first-time, local competitor
Sport:	Intermediate state and regional competitor
Expert:	Advanced regional/national competitor
Semi-Pro:	Aspiring Elite. Requires a formal upgrade through the NORBA office.
Pro:	Top-level competitor. Recognized as elite at international level. Requires a formal upgrade through the NORBA office.

For juniors, there are two- year age categories for beginners (10 & under, 11-12, etc, up to 17-18). There is a sport category for 18 & under, and there is Junior X (18 & under), which is the highest ability level for juniors.

Upgrading / Downgrading

Riders may advance as quickly as they wish, but once they upgrade to a more advanced category, they may not downgrade without first submitting a formal written request to the NORBA office. The upgrading of categories will be noted on the racing license by NORBA. The NORBA Official at an event may upgrade a rider to Sport or Expert by using a hole punch in the appropriate box on the license. The official will then contact the NORBA office to record the change. Refer to the NORBA Competition Rulebook for requirements to upgrade.

Race Series Waivers

For racers who participate in a state or regional series, the upgrading procedures still apply. Riders may contact the NORBA office for a written waiver to this policy that will allow racers to finish the series in their current category for a title. Riders must upgrade immediately following the completion of the series.

Semi-Pro and Pro Upgrading Standards and Procedures

Standards

As stated in the NORBA Competition Rulebook, Rule 2.5, expert riders may be eligible to upgrade to semi-pro (men) or pro (women) after finishing in the top five in three NORBA National Championship Series (NCS) events or UCI international calendar events. No rider will be permitted to race pro or semi-pro unless their license indicates the pro or semi-pro category. NORBA reserves the right to upgrade experts at any time. NORBA also reserves the right to downgrade riders from the pro or semi-pro category at any time. NORBA staff may take into consideration AMBC and regional races. There is no semi-pro class for women.

Procedures

To race at the semi-pro or pro level, racers must submit a typed cover letter and detailed race resume to the NORBA office with a \$15 check or money order for license reissue. The upgrade request should be labeled "Upgrade Request." Riders need to allow three to four weeks for a decision to be made. Upgrades may also be requested online from the USA Cycling website. Upgrade requests will be directed to and processed by the appropriate NORBA regional coordinator.

Licenses

NORBA offers members of all abilities racing opportunities by permitting quality events nationwide. All memberships are processed through the NORBA office in Colorado Springs, Colo. Only authorized personnel may sell NORBA member licenses. You should bring copies of the annual license applications to the event.

Annual Individual

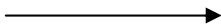
Individual memberships are available to anyone interested in competing or supporting the sport of mountain bike racing. These licenses can be purchased from a NORBA official at the race site. Annual membership costs \$50 for adults and \$25 for juniors. Applications can be downloaded from the website: www.usacycling.org or call the NORBA office at 719/578-4581.

International

All USAC domestic and international licenses have an expiration of December 31 of the year issued. For \$125, racers will receive a USA Cycling international license, which will show their NORBA categories and is good for all domestic events as well as international events. Proof of citizenship (i.e. birth certificate or passport) is required to be issued an international license. A rider who wishes to race internationally must have an international license.

Rider Licenses
UCI International license

USAC License
number



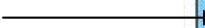
2004 USA CYCLING - INTERNATIONAL LICENSE (UCI)


LICENSE #	B0175564	NATIONALITY	BIRTHDATE	SEX	M
	UCI CODE: USA		19600129		
NAME:	[REDACTED]				
ADDRESS:	3 [REDACTED] N [REDACTED]				
CLUB /TEAM NAME/TRADE TEAM:	Bhoss Empoli Italia				
CATEGORY:	RIDER: RD 01 TK 05 UCI-ELITE XC:BG DH:BG OT:BG MTUCI:ELITE				


UCI Code



Category for
various disciplines




 USA Cycling
1 Olympic Plaza
Colorado Springs, CO 80909
(719) 866-4581 www.usacycling.org



INTERNATIONAL
COMPETITION
REQUIRES
PHOTO I.D.
PLEASE ATTACH
PHOTO HERE

This license entitles the named rider to compete in races conducted under license by all UCI affiliated federations until December 31, 2004. This license must be signed and dated to be valid.




President, USA Cycling

RIDER SIGNATURE

DATE

NORBA license

		USA Cycling Domestic Member License	
www.usacycling.org			
NAME Matthew M. Mager		LICENSE # B0025591	
EXPIRES 12/31/04		RACING AGE 37 in 04	
STATE CA		CLASS MASTER	
CAT CROSS COUNTRY	SP	DOWNHILL	SP TRIALS BG
SP:	EX:	SP:	EX:
OFFICIAL			
FOLLOW THE NORBA CODE			
<ol style="list-style-type: none">1. I will yield the right of way to other non-motorized recreationists2. I will use caution when overtaking another and will make my presence known well in advance.3. I will maintain control of my speed at all times.4. I will stay on designated trails.5. I will not disturb wildlife or livestock.6. I will not litter.7. I will respect public and private property.8. I will always be self_sufficient.9. I will not travel solo when bikepacking in remote areas.10. I will observe the practice of minimum impact bicycling.11. I will always wear a helmet whenever I ride.			
The below signed rider is a member in good standing of USA Cycling and may participate in any NORBA-sanctioned race or event in the United States of America during the term of this license.			
Member Signature _____		Date _____	
USA Cycling, 1 Olympic Plaza, Colorado Springs, CO 80909 719/866-4581			

Affix
NCCA
Sticker
Here

11. NORBA Event Classifications

<u>Classification</u>	<u>#of Participants</u>	
<u>Large</u>		
Cat A	1000+	NMBS, UCI World Cups, UCI Int'l Events
Cat B	500-999	
<u>Small</u>		
Cat C	100-499	
Cat D	50-99	
Cat E	1-49	

Officials will be required for all races. The number and type of official are required as specified below.

- Cat A Chief Commissaire, Vice-Chief, Race Secretary, Start Commissaire, Finish Commissaire
- Cat B Chief Official, Assistant Official
- Cat C Chief Official
- Cat D Chief Official
- Cat E Chief Official

12. Event Organizers: What do they do?

The event organizer is responsible for overseeing pre- and post-event organization. He is also accountable for any decisions made regarding the general running of the event. The event organizer is responsible for all operations pertaining to the race including, but not limited to: course design, promotions, awards, marshals, first aid, press, information, food service, start times, staging, facilities and all dealings with NORBA and the race officials. This person must stay in constant communication with the race official to ensure a properly run event. The event organizer will coordinate the organization of the race and ensure that there are adequate personnel for each duty. The event organizer will ensure that training and competition can be safely held and will arrange provisions for all necessary equipment and facilities for the event.

Contact with Event Organizer

When appointed as a race official, the first person you will contact is the event organizer. The promoter and race official/s will be establishing expectations of each other upon their initial meeting.

Your role is to ensure that the event is conducted in a safe and organized manner with fair and accurate results in compliance with NORBA rules and regulations. NORBA provides guidelines for event schedules, dates and class breakdowns but ultimately these are at the promoter's discretion. Should an event organizer want to do something you feel is unsafe or against NORBA regulations, it is your job to steer him/her in the correct direction. In the unlikely event that he/she resists your suggestions, become more forceful in your recommendations. If the event organizer ignores your safety concerns, you may consider canceling the event (only under extreme circumstances) and notify the NORBA office as soon as possible on the next business day.

Event Organizer and Official Relations

Find out what the event organizer expects from you as an official. Is the promoter requesting assistance with timing and scoring, or would he like you to be an integral part of the organizing committee? Be flexible with event organizer's expectations. Some experienced promoters may only need a little help, while a newer promoter may be able to learn a great deal from an experienced official.

Your role at the race

As the NORBA official at the race, again inform the promoter of exactly what you will do for him and what your fees will be according to the NORBA fee scale.

13. Event Staff/Volunteers

Having good, dependable race help is critical for the success of the event. In addition to members of a NORBA club, the event staff could consist of employees of a local bike shop or volunteers from a local charity. The number of individuals needed varies for each event.

The following is a list of responsibilities that will be performed at an event. The number of people needed to fulfill these jobs is dependent on the size of the event. Some of these jobs only apply to a large race over an entire weekend.

Remember that the volunteers are the heart and soul of a bike race. The organizer owes success or failure to these people and you must do everything you can to help them and respect the job that they are doing.

Announcers

Announcers are responsible for informing and entertaining people at the event. They need to convey race information, sponsor announcements, a positive image and work in a professional manner.

Awards Coordinator

Their responsibilities include, but are not limited to; setting-up the awards area each day, proper distribution of prizes, awards schedule, awards presenters, announcing of awards or providing the awards ceremony script and other procedures for presenting awards.

Construction Coordinator

This person is responsible for the construction of the awards area, start/finish area, banner poles, tents, fencing, placement and removal of banners each day as per NORBA specifications.

Construction Worker

A construction worker will assist the Construction Coordinator in the completion of his duties including; banner placement and removal and set-up/ tear down of fencing. This must be done efficiently and swiftly after all official event functions have ended.

Course Marshals

During your event-day site evaluation, you should have a general idea of where the course marshals should be placed on the course(s). The following is an excerpt from the UCI Mountain Bike World Cup Marshal's Handbook:

A course marshal's specific responsibilities include:

- Ensuring that spectators stay in designated areas off the course;
- Ensuring that medical help responds when required;
- Informing riders of accidents and/or dangers;
- Making any necessary course repairs as soon as possible;
- Ensuring competitors stay on the correct course;
- Reporting any incidents of: foul riding, acceptance of outside repairs, cutting the course and other rule infraction;
- Ensuring rule infractions are reported to the chief official with rider numbers;
- Assisting the media in the most professional and safest manner possible.

Cross-country Course Marshal Responsibilities

The course marshal's primary responsibilities during a cross-country race are spectator control, safety and course repair.

Cross-country Course Marshals should always....

- Blow their whistle when a rider approaches, especially when the lead motorbike passes.
- Wave their yellow flag if a rider crashes in their zone. Yellow flags are given to marshals working in areas that have double or triple downward arrow signs for difficult or hazardous sections. If a rider is hurt, the course marshal must radio-in to medical help and the race promoter.
- Repair course marking tape and poles as soon as it is safe to do so.
- Keep pen and paper to write down rule infractions.

Cross-country Course Marshals should not...

- Allow people access to high-speed and/or technical sections of the course unless they have the proper credentials.
- Allow people in the Feed Zone without the proper credentials.
- Stop or interrupt race without official's permission.

Downhill Course Marshals Responsibilities

The course marshal's primary responsibilities are to monitor accidents, effect spectator control, safety and course repair.

Downhill Course Marshals should always....

- Marshals must blow their whistles when the rider approaches. If two or more riders are arriving together, the marshal needs to blow their whistle in short, sharp blasts the same number of times as the number of riders approaching.
- The marshal must wave a yellow flag if a rider crashes in or near his zone. He needs to wave the flag until the course is clear. Yellow flags are given to all downhill course marshals. **YELLOW FLAGS ARE ONLY USED IN TRAINING SITUATIONS, NOT DURING THE RACE.**
- When the marshal vigorously waves their red flag, the course is closed. The chief official will be notified immediately. **In case of a course closure:**
 - 1) Marshals must instruct all riders to stop.
 - 2) Marshals must tell riders that the race or training session has stopped.
 - 3) Marshals must instruct interrupted riders to report to the chief official at the finish line.

- Repair course tape and marking pole(s) as soon as it is safe to do so. Marshals need to restore the tape and marking poles exactly the way they were initially, so that it is fair for all riders.

Downhill Course Marshals should not...

- Allow people access to high speed or technical sections of the course unless they have proper credentials.

Mountain Cross (4 Cross), Dual and Dual Slalom Course Marshal Responsibilities

Typically, these events are visible from start to finish, so the primary role of the marshal is keeping spectators off the course and repairing sections of the course between rounds of racing. Marshals will be responsible for a particular section of the course. If a gate becomes dislodged, marshals must repair or replace it when it is safe to do so.

Course Marshals should always...

- Marshals must watch the riders during qualifying rounds, paying special attention to the wheels. Both wheels must pass around each gate. Should one or both wheels pass through or to the inside of the gate, the closest official must be notified.
- Marshals must watch riders during the race, paying special attention to the riders' sportsmanship. If they witness unsportsmanlike conduct, they must immediately notify the closest official with a complete description of the incident.

Course Marshals should not...

Announce anything over the radio during a competition, unless instructed otherwise.

Observed Trials

Marshals must attend the pre-race meeting and follow designated instructions.

Exposition Coordinator

The Exposition Coordinator is responsible for selling, servicing, set-up and advertising for the consumer exposition. There needs to be a layout placement map of team technical support vehicles. It needs to be clearly indicated to all teams and vendors if there are certain products and/or activities that are not permitted due to sponsor conflicts.

Feed Zone Coordinator

The duties of the Feed Zone Coordinator include recruiting and coordinating all feed zone help, having enough water and energy drink in feed areas, placing signs in feed zones that clearly indicate the beginning and ending, providing transportation to feed zone and cleaning the area at the completion of the event.

Housing Coordinator

This person is responsible for housing assignments of staff, sponsors, timing, officials, etc. He will provide contact information for housing.

Marshal Coordinator

This person is responsible for the proper number of course marshals, their placement at the appropriate times, instructions, acquiring all necessary equipment (flags, whistles, uniforms, etc.) and meeting all the course marshals needs. This person should coordinate with the technical director to find alternate routes to spectator viewing areas. The number of marshals will vary from day-to-day for

each site. This person coordinates with the technical director to find alternate routes and spectator viewing areas. This person is also responsible for getting food and water to the marshals.

Medical Coordinator

The Medical Coordinator is responsible for a complete and comprehensive medical plan to be submitted to NORBA before the event. The plan outlines the number of medical support personnel for each day, along with the transportation and evacuation support that will be available race weekend. The plan indicates on a map where each medical person will be located and at what times he'll be there. The Medical Coordinator is also responsible for submitting a report to NORBA after the event, detailing all incidents treated or transported with his name, number and phone, if possible. Injuries sustained that require transport to the hospital will need a NORBA Report of Occurrence completed immediately and submitted to NORBA.

Medical Assistants

They will assist the Medical Coordinator as needed. They are also responsible for administering medical support as needed on event and training days.

Press Coordinator

This person is responsible for all media relations prior to, during and after the event. The Press Coordinator is the person who sends out the pre- and post-race press releases. Ideally, he should have a plan outlining press release schedules and efforts made to get the press at the event.

Registration Coordinator

This person is responsible for all event entries. He will train and oversee all volunteers used in the registration process, as well as overseeing all on-site registration. Registration packets are the responsibility of the Registration Coordinator. All necessary waivers and forms signed by participants are to be collected by the Registration Coordinator. The Registration Coordinator is responsible for knowing how many numbers are remaining in each field before the field limit is reached. The person in this role will ensure that each rider receives the correct number or numbers and knows where and how to put them on the bike (and rider, if necessary). Registration Coordinators will have a working knowledge of NORBA and UCI licensing. At National-level events, this person will work very closely with the secretary commissaire and NORBA. This person must also communicate closely with the timing company.

Results Coordinator

This person's duties include the duplication and distribution of start lists, results, rosters and other information pertaining to race results in a timely manner. The coordinator will work closely with the Secretary Commissaires and the Finish Commissaires.

Technical / Race Coordinator

This person is responsible for all technical aspects of the race, including, but not limited to; appropriate courses, course markings, course maps, course marshals, venue design and construction, schedule of events, etc. The Technical Coordinator will report directly to the race director and will work with the

other coordinators and directors to complete their duties properly. Larger events may have specific technical coordinators for each discipline (XC, STXC, MX, DH, DS, fun ride).

Timing / Scoring Coordinator

The timing/scoring coordinator is responsible for overseeing and running all aspects of timing, the placing of riders and lap counts on the day of the event. Fully briefs and coordinates helpers for the day. This person ensures full results are available to the Results Coordinator and to the competitors. The timing/scoring coordinator should work directly with the timing company and fulfill any request.

Transportation Coordinator

The Transportation Coordinator is responsible for getting transportation for people if on-site parking is not available. Larger events may have the transportation coordinator organize discounted rates for trucks and other vehicles required by teams and riders.

14. Officials Relations with Other Contacts

Athlete and Coach Contact

The people that you will interact with the most will be athletes. The reason NORBA exists is because of the athletes. Without an adequate number of racers, there is no incentive for promoters to have races. A negative experience can ruin the chances of an athlete returning to that event or to the sport. If an athlete's negative experience is centered on an Official or NORBA, that person may decide not to continue membership in the organization. Sometimes it is not possible to persuade someone's thinking if his or her experience was bad, but at least try to educate him/her. How you speak with an athlete is vital, so always be aware of your attitude. Consider yourself a "customer service representative" for NORBA and mountain bike racing. The decisions you make can affect everybody involved in the race, not just one particular rider.

Sponsor Contact

At many events you will have contact with event sponsors. While you will probably spend a limited amount of time with them, you can greatly influence their impression and future involvement with the sport. Always be courteous and answer their questions in a professional manner. If it is a small event, you may be the only person to whom they've ever had the opportunity to speak about NORBA. Since sponsors do not wear specific uniforms, you never know where they might be on the course. Be professional in your attitude, appearance, and demeanor at all times. Remember that without sponsorship, we have no sport.

Announcer Contact

It is imperative you have a functional, working relationship with the race announcer. Be sure to introduce yourself to him. Keep the race announcer aware of the schedule. Communicate on a regular basis so riders can be called to the line as necessary. If you need to contact someone, feel free to have the announcer page him/her.

Media Contact

Will the media be present? Media includes print, television and radio and all play a critical role in the success of an event. What is the official's role? The race organizers should have identified the press that needed to be contacted prior to the event. Press releases need to be distributed by the race organizers to the media identified. The media is an area where a well-informed official can be helpful. Keep your own media list for your area and make it available to race organizers with whom you work. The more exposure the sport receives, the more growth we can expect.

At larger races, there might be one or more members of the media present. Generally, you won't have to meet with them. At times the media can be demanding, which makes an official's job more difficult, but they are necessary for the growth of the sport.

Interviewing

Occasionally, you may be asked for information about the event or about NORBA. Always be courteous and accommodating with the media, but don't let it affect your role and duties as a race official. If you are busy working the race, simply ask them to meet you when the event is over. Be mindful of what you say and direct any questions you can't answer to the appropriate party: race director, a particular racer or to the USA Cycling Communications Department.

Photographers

The media may ask officials where and when they can shoot photographs during the race. Sometimes, photographers place themselves in unsafe areas. If this occurs, you must intervene and suggest a more suitable location for them to shoot photographs. Remember, photographs for the event give added exposure to mountain bike racing, so it is important to maintain a working relationship with photographers.

Officials Contact

A working relationship among officials at the race is important. It is critical that the Chief Official puts the best person in the correct spot. Make sure to treat all officials with respect. Officials need to keep their disputes with other officials and riders behind the scenes.

15. Pre-Race Preparations

Pre-Event Checklist

The pre-event checklist assists the promoter in planning his/her event. The checklist ensures NORBA and the racers that the proper steps were taken to conduct a safe and well-organized event.

Have a copy of the pre-event checklist available at the race. Review the race flier with the pre-event and event checklists as guides. A pre-event checklist is included in this guidebook.

Permits

Land Permits

Most city, county, state and national areas require a special-use permit before land may be used. First, the event organizer needs to find out who manages the land – is it owned privately, by the city, the county, the state or the federal government? If it is a private landowner, often the event director may still be required to contact the city or county to get their approval for parking, concessions, etc.

Once the event organizer has determined who needs to be contacted about the land use and permits, they need find out their requirements. If there are permits that need to be completed, the event organizer needs to obtain them before the race and complete them.

Event organizers may be required to meet with an individual or group to present their intentions. They should go armed with a proposed course map, dates and times of the event, number of people anticipated, entry fees, when the event is expected to end, parking plans, food service plans, sanitary facility plans, clean-up, site repair/rehabilitation, and any other information that may be important to land managers.

With government agencies, event organizers will usually not be given a special-use permit until they can provide proof of insurance. This means that event organizers will need to submit their event permit application to NORBA before the special-use permit is secured and a copy needs to be sent to NORBA.

Event Permits

Has the promoter secured the NORBA race permit? Race dates are not secured until the Event Permit application and all fees are submitted to NORBA. The initial event date is considered the primary event for the area. All subsequent events wishing to use the same date must receive permission from the primary race director for the second event to be added. NORBA does reserve the right to overrule a race director if it is in the interest of the membership to have two events in the same area.

The Event Permit application and the accompanying paperwork should give NORBA the majority of information needed to understand the event. The event permit is tied very closely to the event flier and the Pre-Event Planning Checklist. The forms need to be sent to the NORBA office so information can be made available to members on a timely basis.

Course Inspections

Will you be inspecting and approving the courses before the event? If so, enlist the help of a local expert racer to help you with the course. Choose a rider whose judgment you can trust. Usually, a rider at this level can give an excellent perspective on any course changes needed for other categories.

As the NORBA Official, remember that the course must be your final decision. Try to get a complete description of each course, including distance, elevation gain / loss, type of terrain, etc. If the courses have been used in the past, the need for inspection diminishes. Without actually riding the course, it is hard to evaluate the course. Often the NORBA Official has to trust the promoter's judgment.

Course Maps

Ask the promoter to provide a course map be available upon your arrival at the event. Ask the promoter to include the following information:

- **Course Route** Distances/Elevations
- **Marshall Positions** Locations on course
- **Medical Locations** Locations and evacuation routes
- **Radio Positions** Locations on course
- **Feed Zones** Locations and shortcuts to get there
- **Course Crossings** If course is fenced in, indicate crossings locations

Race Flier

The race flier should have complete information that is clearly stated and easy to read. The race flier must contain the following:

- **Date / Location / Start Times**
- **Entry fees** Inclusion of pre-registration deadline and late fees.
- **Categories and classes offered**
- **Race course(s):** Descriptions of race distances, terrain, approximate race duration and finish times.
- **Prizes:** Total amount of prize list and number of places awarded for each category. The flier must differentiate between cash and merchandise prizes.

Some suggested prizes for categories:

Juniors	Merchandise of max value/\$100/1 st place
Beginner	Merchandise max value/\$50/1 st place
Sport	Merchandise max value/\$100/1 st place
Expert	Merchandise max value/\$200/1 st place
Pro	Cash prize only

If a cash purse is offered, the promoter is obligated to pay it.

- **Contact Information:** Name, address, phone number, email (optional), website (optional)
- **NORBA permit #**
- **Host of event:** NORBA club, organization and/or the race promoter
- **Directions to venue**

Timing / Results

Will there be a timing/results company present? Will the official be solely responsible for scoring results? If you are unfamiliar with the timing and results company, ask questions to determine their skill level. See Scoring.

Emergency / Medical Plan

It is important that each event have a medical plan. There should be an ambulance available (ideally on site) during all event and training days. All rescue personnel must be easily identifiable. The first aid area must be centrally located and identified to all participants. First aid personnel must be placed in key locations on the courses that will be in use for each day of competition. There should also be a

first aid crew in place for official training days. All rescue personnel must have access to radios and be positioned so they may react to the incident within a reasonable time frame.

The following is a concept of operation for on-site first aid procedures:

a) Pre-Race Planning

Prior to the race, a medical coordinator will be designated. Contact with EMS organizations should be made for initial notification of the event and resource needs (personnel, equipment and supplies) must be identified. Hospital, evacuation and volunteer resource contacts should be identified. Teams should be established for course, base aid station and drug-testing assistance (if needed). Shifts should be established to conserve resource personnel.

b) Communications

Radio communications must be possible throughout the course, base aid station, EMS personnel, ground evacuation asset personnel and the medical coordinator. Procedures for notifying air evacuation assets should be located with the medical coordinator and the base aid station. EMS personnel must be trained on how to access all evacuation assets. Back-up batteries / chargers must be available for the system to maintain safe and effective communication.

c) Base Aid Station

It is vital that the base aid station is located near the event start/finish areas, or have visible and plentiful directional signs to the aid area. Access to the base aid station should be handicap accessible or the medical coordinator should have provisions to assist handicapped victims in reaching the aid station. Ground evacuation access should be in the immediate vicinity of the base aid station.

Base Aid Station Requirements

Water

Access to water (hose) for initial removal of large amounts of dirt or mud is recommended. Potable (drinking) water and cold therapy must be available for all training and racing time frames with appropriate dispensing methods (cups and zip-lock bags).

Treatment Area

The base aid station must provide a treatment area sufficient to allow for six patients and support staff. Two to three areas within the aid station are needed to allow a patient to lie down for treatment and/or observation. Work surfaces must be sufficient for supplies and administrative registration. Hand washing facilities should be available in the base aid station or near it. A biohazard disposal system should be in place for collection

Restrooms

Restrooms should be located in the base aid station or in very close proximity for patients and staff.

Fire Safety

Fire safety requirements (extinguishers, exit signs, etc.) are to be observed as required by federal, state and local regulations.

Communications

Communications are to be maintained, as described in section "B."

d). Evacuation

Evacuation routes within the base venue area and throughout the course must be established prior to the start of the race. Every effort must be made to keep these routes open to EMS personnel. The base aid station must also have close access to the ground evacuation asset. Evacuation to an

advanced-care facility and/or hospital must be possible within one hour of initiation of EMS treatment. This should include those high severity trauma cases that may require level 1 – 2 trauma / neuro-surgical care. Methods of evacuation include private vehicle, ambulance and helicopter. The private vehicle would be an option for a low-severity patient requiring additional treatment that does not require or refuses ambulance transfer (transfer refusal policy as allowed by local EMS parameters). A medical release of liability should be signed if an ambulance transfer is recommended and refused. Ambulance evacuation should be available for a timely transport with appropriate level EMS personnel as dictated by the patient's condition and state and local regulations. A procedure must be in place to provide back-up ambulance coverage when the primary ambulance is dispatched. Helicopter evacuations require minimum standards as dictated by local requirements. These include size, minimum slope designation, approach zones, weather minimums, site markings and debris control. These requirements should be reviewed and appropriate procedures met prior to the start of the event.

e). Water

Potable (drinking water) must be available for course personnel, base aid station personnel, patients, drug testing facility (as designated by UCI/USADA protocols). Water needs to be available near the base treatment area to clean large amounts of contaminants from patients.

f). Drug Testing Facility

To be established in accordance with UCI/USOC policies.

g). Supplies

Supplies necessary to provide first aid and emergency life support treatment in sufficient quantities for race participants, support staff and spectators must be available. Minimum amounts and suggested basic supplies are listed on the work plan checklist (attached). Ice should be renewed daily.

h). Statistics/Administration of Medical Plan

Maintaining records, numbers seen and treatment provided will assist in planning, budgeting and preparation for future events for the promoter. It also provides statistical information to assist NORBA in its efforts to improve events, meet rider needs and provide pertinent data for planning, research and budget needs. See the medical plan checklist for minimum daily requirements.

NORBA Medical Plan Worksheet

The attached NORBA Medical Plan Worksheet is a tool that has been provided by the NORBA Sports Medicine Council to help event organizers be fully prepared during training and competition for all first aid needs.

Event Insurance

USA Cycling, Inc. has general liability and accident insurance that covers association events for which a permit has been issued. This insurance covers USCF, NORBA, Collegiate and USPRO events. USAC clubs, event organizers and bike shops will receive a copy of USAC's certificate of insurance for their event. Coverage is valid only during races and training rides for which a USAC permit is issued. If Event Directors are required to have a third party named as an additional insured for an event, they must complete the "Certificate of Insurance Request" and mail it with the race permit application to the USAC national office.

USAC Rider Accident

The rider accident policy provides excess coverage for USAC licensed riders when they participate in a USA Cycling, Inc. permitted event.

To activate the coverage, the member must notify a race official about their accident when it happens, even if they do not think they is badly injured. The member must also file an accident claim form within 60 days of the accident.

USAC General Liability Policy

USA Cycling has commercial general liability coverage for USAC member clubs, business partners, officials, coaches, administrators, volunteers and organizers against claims that result from an event for which a USAC permit has been issued. USAC agreements, rules and regulations must have been adhered to during the event for the coverage to be upheld.

Insurance Surcharge

There is a \$1.50 insurance surcharge per participant, per day for NORBA events and a \$2.00 insurance surcharge per participant, per day for USCF events. Event organizers need to report the exact participant numbers in the Post-Event Sanctioning Report.

16. Race Day

Official's Race Day Functions

The day has finally arrived. By this time, you should have had several conversations with the promoter about the event. If you were unable to do a site visit before the event, arrive early so you can introduce yourself to the organizer and staff. **Arrive at least ONE HOUR before registration opens.** Always be polite and courteous to the race organization. Remember that you are there to facilitate the event they've worked so hard to organize. Safe, fair and fun competition is what you strive to achieve.

Once you have located the promoter and the proper introductions have been made, find out what the organizer needs you to do immediately. Again, it is very important to arrive early so you can survey the site, course and start times. If you arrive too close to start time, you and the organizer won't have an adequate period to discuss the day's event.

Site Survey

Remember that when the event organizer was selecting a site, they were considering all the below factors. The race venue includes, but is not limited to: the start/finish area, race course, all buildings, fences and anything else needed to enhance the site. A properly designed venue will help with crowd control and will provide an organized and festive atmosphere to the event. The scope and size of the event will determine what the site needs. Much less is needed in venue enhancement for a smaller race. The site is an important element of the race.

Courses

Cross-country

A good mountain bike race course should be fun to ride. If possible, there should be a minimum amount of dismounting and a rider should be able to carry some speed out of the turns. Avoid tight single track sections immediately after the start or when riders will be tightly bunched. This will avoid crashes and injuries and provide for a fair event. A good course should have a variety of terrain, including sustained climbs, tight technical single track, fast descents, switchback turns, log or stream crossings, and rocky sections. A course should be laid out as naturally as possible (using existing trails and roads), while varying the steepness, length, climbs, flats and downhill sections to avoid monotony and to achieve a continuous rhythm. Care should be taken to challenge riders by offering as many different types of roads, trails, surface conditions and terrain as local conditions permit, thus, providing the opportunity for the best riders to be the race winners. Courses should try to exemplify the best of the local trails.

Some principal suggestions to keep in mind when reviewing a course:

- **Safety**

Safety is key in course design. The safety of the riders, spectators and volunteers is critical to the success of the event. Proper course markings will warn riders of upcoming course hazards.

- **Start**

Make sure it is safe and fair. Enough time should be allowed at the start to avoid bottlenecks when entering single track. An example would be 10 meters wide for the first 30 meters.

Depending on the number of anticipated participants, the start should have at least fencing and a start/finish banner. For up to 600 riders, it should also include a staging area. For large events with more than 700 competitors, there should be a staging corral, crowd control fencing and additional toilets.

- **Lap Length**

Lap length should be based on time, not necessarily mileage.

- **Passing**

Passing should be attainable periodically through a single-track zone. An example would be to allow a passing zone every 10 minutes.

- **Single Track**

What is the fun factor? Ideally, it should be high, but not to the point of frightening a novice rider. Tight single track at the start needs to be avoided.

- **Rhythm**

Rhythm in a course is key. The course should ride smoothly without having excessively long sections of any one type of terrain, road or trail.

- **Climbing**

Steep, loose climbs that cause the top competitors to dismount and walk should not exceed 100 feet in length and should be avoided whenever possible: it breaks up the riding, especially in circuit races.

- **Descents**

Steep descents should be avoided so riders will not have to lock-up their brakes, resulting in trail erosion and rider accidents.

- **Stream Crossings**

Stream crossings with deep water or sharp banks should be avoided. Instead, gradual sloping banks for entering and exiting a stream with water no deeper than six to nine inches are preferred.

- **Feed Zones**

Is the feed zone easily accessible? Where are they located? It should be on a slight uphill or flat section that is relatively smooth. At the very least, neutral water is to be provided by the promoter. There should be a group of people from the organization to distribute water/food/aid in the feed zone. Water should be available only in designated feed zone/s as outlined by the event organizer. The event organizer will provide a neutral feed zone with water for any race exceeding 90 minutes in length and at the finish line. Official water zones must be accessible and publicized before each race. Feeding (food handouts) shall only be done in a designated feed zone, which may be different from the water zone. A feed handup to one rider must not cause other riders to slow down or veer off course.

- **Finish**

Make sure the finish is safe and fair. The finish area should allow a place for riders to gather after the race. It should be beyond the finish line and after the timing chute.

Short-Track Cross-country

The short-track cross-country event was introduced in 1999 as a made-for-television event for professional riders. The course must be 100 percent rideable, regardless of terrain and weather conditions. The course should be optimally designed for complete spectator viewing. Blind spots should be avoided, but may sometimes be unavoidable at some venues. The course should be at least 12 feet wide throughout, with the start/finish straight at least 20 feet wide for a distance of 200 yards. It is important to have some climbing and descending, but the climbs need to be short and fast, so it keeps the field together as much as possible. Slow, granny-gear climbs are prohibited.

Design perimeters:

- The goal is to have 80 percent of each lap off-road.
- Keep spectator viewing and access a high priority.
- A suitable warm-up and pre-staging area is required.
- Artificial obstacles can be included if they truly add to the drama and appeal of the event. Dangerous obstacles that slow or separate riders are not allowed.
- Stumps, large exposed rocks, deep ruts, steep climbs and steep descents are not allowed in a short track cross-country course.
- High-energy, spectator course sections need to be designed with proper spectator control fencing, media/photographer zones and course marshal positions.
- In appropriate areas, padding and catch nets must be used. Open mesh fencing must not be used.
- Any wood bridges or ramps must be covered with a non-slip surface (carpet, roofing paper, non-skid paint).

Downhill

A downhill course is defined as an individual time trial occurring between a start line and finish line, the finish line being located at a lower altitude. A typical downhill course covers a large elevation drop with very little pedaling to maintain momentum. The downhill is a time trial event that does not necessarily need to have steep drops and radical descents to make it a great event. Steep sections should be kept short so a rider does not get out of control before they realize it.

Downhill courses must be 100 percent rideable, regardless of terrain and weather conditions. The course design must take into account the likely effect of bad weather and that various course change contingencies are built into the design from the start.

With the faster speeds riders reach in a downhill event, the reaction time is slower when they come to an obstacle. Keep this critical issue in mind when reviewing technical sections of the course. Riders need to be able to slow down before they go into the technical area. Insert a switchback that obliges riders to slow down on a turn. A steep slope can also be traversed by using switchbacks, which requires more handling ability.

Courses should be laid out as naturally as possible and easy to modify to accommodate different ability levels. RHYTHM and SAFETY are key! Work with the race promoter before the race to determine an alternate route if necessary.

Downhill events that are run in conjunction with cross-country events need to have entirely different courses with the possible exception of the finish line. Separating the courses allows for simultaneous training in both disciplines.

Immediately after the race, a course evaluation should be made noting impact, damage and any needed repairs. All repairs should be done immediately following the event.

- **Safety**

Safety is key in course design. The safety of the riders, spectators and volunteers is critical to the success of the event. Proper course markings will warn riders of upcoming course hazards.

- **Start**

The start area needs to be clear of spectators. This will allow riders to warm-up and place them in-line for an on-time start. Promoters should provide water, a mechanics station, (ideally) a sound system for the start official to announce rider start times, a covered area for officials, start ramp (minimum of 12' x 12' with a non-slip surface covering such as roofing paper) and restroom facilities for riders and officials. If the promoter decides to provide a start structure, it should be at least 15 feet wide from the inside to inside. Start gates, if used, should be four feet each in length. The gates need to bolt down to a stable surface. The gates will be placed a minimum of two feet apart to allow space for the start official.

- **Single Track**

Single track in downhill events should be kept at the beginning of the course and not at the end. This way, if a rider catches another rider at the end there will be room to pass and they will not be stuck in single track.

- **Course Markings**

Ideally, downhill courses should be entirely fenced or taped all the way down on both sides. This method provides a clear course that the rider can see and also prevents spectators from wandering onto the course. If taping the course is not possible, the course markings used in cross-country need to be used.

- **Course Crossings**

Are there course crossings for spectators? Are they marked and marshaled?

- **Finish Line**

The finish of a downhill event needs to have a sufficient run-out area for the riders to slow down and stop after they finish. Typically, this area should be at least 200 feet after the finish line and fenced or taped off so spectators and other riders cannot enter the area. It is also important to escort finishers out of the finish line area immediately after their finish so they do not interfere with other riders.

Mountain Cross

Mountain Cross has four competitors competing at the same time on one course. The course should be wide enough to accommodate the competitors and should have at least two routes through each

obstacle, corner, etc. Courses should avoid 90-degree bends, as there is only one good racing line through such a corner. Bends should be less than 45-degrees or greater than 135-degrees. These types of bends allow for more than one racing line through the corner. The speed of the course is also a concern. The faster the course is, the less competitive the competition will be. By slowing down the course, the race will become more competitive and strategic. The course should allow for riders to take reasonable risks in order to catch leading riders.

On every course, there is a point in which the race is won or lost. This could be the start gate if the course is steep, fast and straight. It could be the 90-degree corner where there is only one line for the riders to ride. Or it could be the ideal course where the deciding point is the finish line! The ideal course is one where there are jumps (for the spectators) and one where the racing is slowed down enough for riders to be competitive by the time they reach the bottom of the course.

Dual Slalom

Dual slalom has two competitors racing head-to-head down two parallel slalom courses. The two courses should be as close to identical as possible with an average time differential of less than one second.

With a little bit of time and practice anyone can set a dual slalom course. The key is that both courses need to be as identical as possible. A certain number of slalom poles are needed, which can be breakaway poles or a cheap alternative such as bamboo. If bamboo is used, be prepared for extra and plenty of gatekeepers because riders may break the bamboo if they cut the gates too close.

There needs to be a way to differentiate between the two courses. A good example is to use red gates or poles on one side and blue on the other. Depending on the length and type of course, 10-20 poles of each color will be needed, along with 50 feet of rope, a sledge hammer or post driver, a steel rod about the same diameter of the poles and start/finish banners.

The first gate should be about 10 feet past the start gate. This orientates the rider as to which side to go on each gate. The first gate should be slightly off to one side of the start line. Depending on the type of course, the gates will be anywhere from 20-50 feet apart as racers head down the course. Additionally, there should be 50 feet between the red and blue gates so riders are not crashing into or interfering with each other.

A dual slalom course that goes straight down the hill makes the ability to keep the courses even a lot easier. Turns made coming down the hill will make the inside lane faster. So, keep in mind that if one turn is made then two turns will be needed to even out the course. Gates should not be too close to the finish line because it creates a higher crash rate.

Remember, the closer together the gates are spaced, the slower the course will be. Spacing the gates farther apart allows racers to gain more speed between gates making the course faster.

- **Start**

The start area needs to be clear of spectators. The promoter should provide water, a mechanics station, (ideally) a sound system for official to announce riders' starts, a start ramp (minimum of 12' x 12' covered with a non-slip material such as roofing paper), railings for riders to hold when in start gate and restrooms. The start gates should be four feet each in length. The gates need to be bolted down to a stable surface and placed a minimum of two feet apart to allow space for the start official.

- **Training Time**

Typically, training time is **not** allowed on the dual slalom course. A practice course may parallel the dual slalom racecourse to riders can get a feel of running the gates.

- **Course Markings**

The dual slalom needs to have fencing or some other marking down both sides of the course to prevent spectators from interfering with the riders. Also, the start and the finish need to be clearly marked with an overhead banner. The course needs two course colors, one of each side (red / blue).

- **Fencing**

It is preferable to have soft fencing for the slalom arena and hard fencing (minimum of 120 feet) for the run-out area. The promoter must set posts approximately 10 paces apart prior to the event for the soft fencing. The soft fence lines should run relatively straight on both sides as this provides unobstructed views for spectators. There should be ample space between the soft fencing and the course. Posts used to hold soft fencing should be no more than five paces apart.

- **Transportation**

Ideally, the promoter should provide transportation to the top of the dual slalom course. Some smaller events will not have the resources to do this, but larger events should accommodate riders up the mountain for their runs. Transportation is especially important during the final heats.

- **Finish**

The finish needs to be fair and even for both competitors.

Observed Trials

Observed Trials are conducted over an obstacle course including such natural or man-made hazards such as mud, rocks, water, logs walls, pallets, or spools, and can have any number of sections. Riders attempt to negotiate each section without putting down a foot or hand (dab). Each dab adds a point to the rider's score. The rider with the lowest score wins. The observed trials course is the area within the boundary markers, ribbons and flags.

During competition, the rider has started a section when the front axle passes through the start gate and is finished with the section when the front axle passes through the finish gate. Sections are a single segment of the observed trials competition. There may be any number of sections at any given observed trials competition, but the typical number is between five and ten. A rider may begin at any section (unless specified otherwise), but once started must complete the course in order.

Wheelchair (Downhill)

Wheelchair competitors have course requirements for width, off-camber and uphill momentum to maintain a fair racing environment for all riders. The lift procedure and venue recommendations are from wheelchair representatives.

Lift Procedures

- Off-road chair racers will do everything in their control to ensure they are prepared for a quick and safe transfer onto the lift. Lift attendants should always ask before attempting to help off-road chair racers, as well as, asking the best way to attach different chair models to lift. For equal access, there should be no stairs at loading or unloading stations to facilitate faster lift operations.

Venue Requirements

- Registration needs to be located in a wheelchair accessible building or area of resort.
- First aid must be wheelchair accessible.
- Parking should be as close as possible to chair lift or tech / expo area.
- Restrooms for athletes at events will be accessible for chair users and clearly marked. If using Port-O-Potties it is recommended to have one, if not more, of the chair accessible units near the handicapped parking area.

Training Time

Participants need to have access to the course no less than 24-hours prior to the event. At this time, maps should be available and the course fully marked. Riders should not be practicing on the course while a race is in progress. It is critical to have medical personnel and marshals on course during downhill training.

Course Markings

It is the rider's responsibility to know the course. However, it is also an organizer's responsibility to mark the course with easily understood markings.

There are many ways a course can be marked, but the most important factor is that riders can stay on the correct course without getting lost. To provide consistency in mountain bike racing, all course markings should conform to UCI international course markings as per UCI regulations.

- **Directional Arrows**

Arrows of a contrasting color on a white background will mark the entire length of the official course. Signs should measure a minimum of 30" x 60". They should be placed on the right side of the trail, at racing eye level (approx. 3' from the ground).

- **Intersections**

Intersections need to be marked by an arrow placed 30' before the intersection. Another arrow is placed 30' after the intersection to confirm correct direction.

- **Hazardous Sections**

One or several arrows must be located 30' from the hazard on the course. A hazard on the course can be an obstacle, quality of surface, angle of track or anything else that the rider needs to know.

- **Distance Indicators**

These are optional, but are nice to have for racers.

- **Feed Zones**

Feed zones should be marked with signs indicating "Start Feed Zone" and "End Feed Zone."

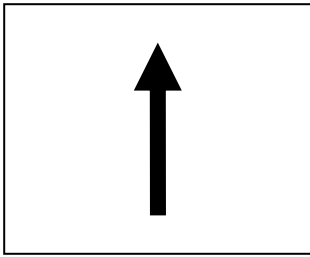
- **Poles**

Any poles used on course should be of a flexible-type material with a minimum height of four feet (bamboo, capped PVC). Wooden stakes should not be used.

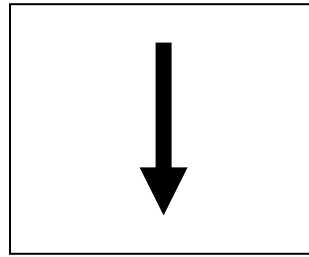
- **Other Markers**

Other methods of course marking might include surveyor's tape in trees if it is a heavily wooded area. When surveyor's tape is used, riders should be able to see a course marker ahead and behind them from any point on the course. If paint is used the use of bio-degradable paint is encouraged.

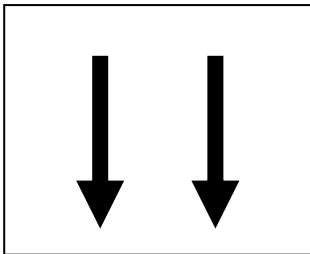
International Course Markings



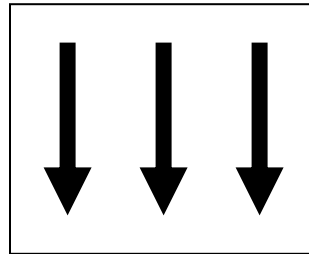
Straight ahead



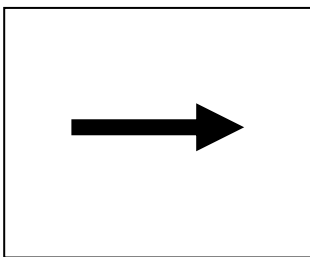
Slow
Danger



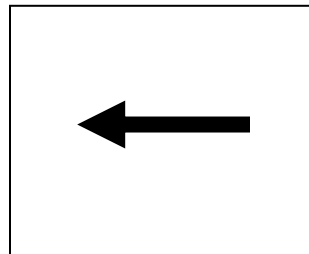
Slower
Danger



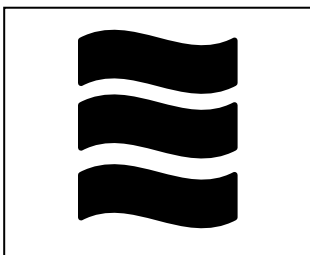
Slower
Very
Dangerous



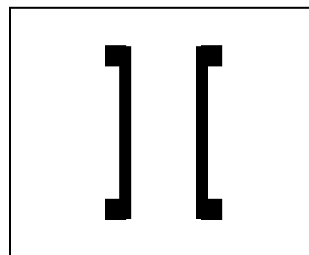
Course
Turns right



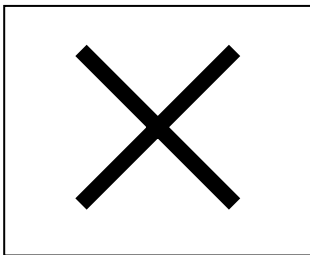
Course
Turns left



Water crossing



bridge ahead



Wrong way

Course Maps

Accurate detailed course maps need to be produced for each event with specific course information and directions. Course maps need to be available to all participants. Each map must identify the following information:

- **Elevation**

The highest and lowest point on the course, start / finish elevation, and elevation changes every few hundred feet.

- **Climbing / Descending**

Amount of climbing and descending per lap in feet

- **Chair Lifts**

Location(s)

- **Access Road Location**
- **Alternate Spectator Route Location**
- **Water Crossings, Bridges, Overpass Locations**
- **Mile Markers and Total Distance**
- **Type of Terrain**
- **Spectator Viewing Access and Viewing Spots**

Rescue Maps

Rescue maps should indicate the same items as the course map, with the addition of the location of each marshal and rescue personnel. These maps should also indicate red flag positions for downhill events.

Marshals

How many are needed? Cross-country marshals need to be positioned to keep participants on course and spectators off the course. Downhill marshals need to be able to see the marshal above and below them. Marshals need to be indicated on the course map.

Registration

Location / Layout

The NORBA Event Directors Handbook has suggestions for a registration area floor plan. Be familiar with the floor plan so you can discuss it with the promoter, if necessary.

When?

Suggest that registration for each category close at least a half-hour before the scheduled start of each group.

Pre-Registered Riders

Will they receive preferential treatment? Pre-registered riders who do not pick up their numbers at registration will be designated as a DNS (Did Not Start).

NORBA licenses

Will licenses be sold on-site? Is there someone at registration to check for valid and current licenses?

USA Cycling Standard Entry Blank and Release Form

Does the promoter have copies for each rider to complete on site? Always have a master copy so more can be made in this situation. The promoter must use this form and each rider has to complete and sign before they can enter the race. This form can be downloaded from the USA Cycling website: www.usacycling.org

Communications

Often the biggest problem any race has is ineffective communication among parties involved in the event. The race director is responsible for pre-event communications, but the chief official is responsible for communications during the event. Therefore, it is essential that the chief official have several conversations with the race director prior to the event. Communications range from announcing start times to posting results. Be aware of any communication problems that may have occurred with this event in the past.

Radio Communications

Positions requiring radio communication are a huge responsibility. Remember that when people are talking on the radio, it is impossible for anyone else to talk on the same channel. Be aware of unnecessary conversations on the radio, it can delay important medical information, possibly hindering the event. Radios are not to be used for idle conversation under any circumstances. A list of channels should be on all radios.

The only time anyone should use the radio is when:

- ✓ There is an actual emergency
- ✓ To provide specific information
- ✓ Someone needs to contact the Chief Official or other official
- ✓ Radio check

Announcing Stand

Is a Public Address (PA) system being used? If so, where is it located? The announcer's primary responsibilities are to inform and entertain the crowd, media and participants by announcing the race action and other events. Announcers need to give sponsors recognition, too. There should be a meeting among the NORBA official, the race director and the announcer before the first event of the day to clarify all information and expectations. It is the NORBA official's and race director's responsibility to run the race. The announcer's job is to distribute information.

Facilities

Toilets

Are restrooms or portable toilets close to the course? There should be one toilet for every 50 person.

Food Service

Is food service available at the venue? If not, are restaurants or grocery stores close to the race site?

Safety, Rescue and First Aid

How many course marshals are needed to make the event safe? Will there be other trail users on the course at the same time as the race? What precautions need to be taken? At least one medical person should be on site to administer first aid. This person should have an extensive first aid kit and be easily accessible and identifiable to all participants. If it is a large event, there should be several

rescue and first aid personnel both on course and in the start/finish area. All rescue personnel should have access to radios and be positioned so they can react promptly. A system must be established if the event needs to be put on hold due to a serious accident.

Trail Impact

Will the event harm the environment? If so, what are the alternatives? What are the plans for post-event trail repair and maintenance?

Awards Ceremony/Area

When? Where? Who will be conducting? A special awards area should be arranged so it is accessible to riders, media and spectators without interfering with any race in progress. The top five riders in each race should be called to the podium to receive their awards. A time for the awards ceremony should be established.

Parking

Is parking appropriate and adequate?

Drug Testing

Is there at least one private bathroom in a closed, securable area? Drug testing may be conducted at any race site for any event and category. Volunteer couriers are needed if there will be drug testing at an event. If NORBA is responsible for organizing random drug testing, the NORBA official will be notified well in advance. The NORBA official will then notify the promoter.

17. Race Registration

Rider registration is probably the most important part of timing and scoring. Riders must be registered in the correct class for accurate results. The size of the event will determine how elaborate race registration needs to be. On-line race registration is becoming increasingly popular, especially with larger events. All NORBA-sanctioned races are being encouraged to offer online race registration, through vendors such as Active.com, BikeReg.com, or SportsBaseOnline.com. Below are the sizes and categories for NORBA events.

Official's Registration Role

A registration chief who is designated from the local organizing committee will remain at registration at all times for the duration of the events and on registration days. The chief's duties before each race will be cross-checking each entry in every folder to confirm that each rider is registered in their proper class on their entry form.

Registration Supplies and Staff Needed

Small Event

Registration Staff Needed:

- Cat C 6
- Cat D 4
- Cat E 2

Supplies Needed:

- ✓ Tent 10x10/pop-up
- ✓ Tables 3-4
- ✓ Chairs 6-8
- ✓ Forms: A. Race entries; B. USA Cycling Standard Athlete Release; C. USA Cycling Annual Membership applications
- ✓ Rider #s Preferably front plates that are white with 5" black numbers and durable in any weather
- ✓ #Fasteners plastic zip ties and safety pins for body numbers
- ✓ Paper 5-10 pads...One for each class & category
- ✓ Pens 1 box
- ✓ Cash Box/Cash for change
- ✓ Manila folders and file box
- ✓ Clip boards 2-3

Large Event

Registration Staff Needed:

- Cat B 8
- Cat A 10+

Supplies Needed:

- ✓ Tents 2-3, depending on size of tents
- ✓ Tables 10-12
- ✓ Chairs 14-18
- ✓ Forms A. Race entries; B. USA Cycling Standard Athlete Release; C. USA Cycling Annual Membership applications
- ✓ Rider #s A. Front plates that are white with 5" black numbers; B. Tyvek body numbers
- ✓ #Fasteners A. Plastic zip ties; B. Safety pins
- ✓ Paper 11-20 pads...One for each class & category
- ✓ Pens 3-5 boxes/12 per box
- ✓ Cash Box/Box for change
- ✓ Manila folders & file box
- ✓ Packet Labels
- ✓ Envelopes 9-12
- ✓ Clipboards 5-10
- ✓ Large copy machine
- ✓ Fax machine

Pre-registration

Class Folders

When entry forms are received, they will be filed in a folder according to class and category.

Problems

If there are any problems with the entry (no race marked, unknown sex, age, etc), it will have to be filed in a "PROBLEMS" folder and the rider will have to be notified. The registration will not be valid until the problems have been solved.

Alpha Rosters

After all pre-registrations are in alpha rosters they will then be printed by class/category for the registration staff. The alpha list will stay with the appropriate box. The remaining numbers will be printed in sequential number order, double-spaced.

Registration Packets

Registration packets will be assembled at least 1-2 days before the first event. Registration packets will consist of the following: race numbers, zip ties/safety pins, race program, sponsor information and race particulars.

Packet labels will be printed the day before registration opens for all pre-registered riders in number order. The packet label will include the following information: name, number, events in which the rider is participating, age, class/category, amount paid and any problems with this registrant. If rider is doing multiple events, they may have more than one number that the label has to indicate. The label will be attached to the appropriate race packet.

On-line Race Registration

On-line race registration is becoming increasingly popular, especially with larger events. All NORBA-sanctioned races are being encouraged to offer online race registration, through vendors such as Active.com, BikeReg.com, or SportsBaseOnline.com.

Registration Procedures

Field Limits/# Assignments

Number assignments and field limits will be set 30 days before event. Field limits are determined by the course and its capacity to accommodate riders safely.

Entry Deadlines

Entry deadlines need to be stated clearly on the race flier and at race registration. If late entry surcharges, it must be stated on the event flyer as well as the event registration deadline.

Set-up

Tables should be arranged so that each person registers for his category at a specific table (more than one group at a table if the categories are small). Each class and category should have a specific number sequence. Assign number sequences before registration starts.

Example: Table 1 Pro men/women, semi-pro, juniors
 Table 2 All experts and sports
 Table 3 All beginners
 Table 4 NORBA license sales and USAC Athlete Release forms.

Class/Category Assignments

The class, category and number sequence assigned to a group will be written at the top of the pad of paper. The numbers for that group will be kept with that pad of paper. A manila folder will be labeled for each class and category.

Rider Info/Start Lists

After the rider has completed their registration and release forms, they may approach the registration table. They must show a valid NORBA license, then the number assigned is written on the entry form. The rider's number, name, hometown and team are written on the pad of paper to be used for start lists and results.

Processing Registration Forms

When the data entry person collects the forms and enters them in the computer database, they will file them numerically according to class/category.

Registration Completion

A rider's registration is complete when the USAC Entry and Waiver form has been signed, the entry fee/s have been paid, and the rider has his number and race information.

Timing/Results

All entry forms will stay with the data entry person until the conclusion of the event. This person will be in direct contact with the timing crew during each event to prevent registration problems.

On-Site Packet Pick up

When registration opens, a pre-registered rider only needs to show or purchase his NORBA license, show proper identification, sign waivers, read the packet label to confirm information is accurate, confirm numbers in packet are correct and initial roster sheet.

On-Site Late Registration

- Promoters need to decide and announce what time on-site late registration ends.
- To register on site, the rider must complete the registration form, waivers, present a current (or purchase) NORBA license and pay all registration fees.
- The registration person will assign the next number on the class sheet to the rider.
- The rider's name, team, license number and hometown will be written on the sheet. The number assigned to the rider will also be written on the registration form and liability waivers.
- Only after all these steps have been completed can the registration person distribute the race packet to the rider. The entry form will go into the folder named "TO BE ENTERED" for the data entry person to collect.

Number Assignment/Distribution

The purpose of the number sequences is to aid in scoring and timing. Number sequences help an official recognize a rider's category, if they each have an assigned sequence. Generally, faster riders will be the first group to be started, and then the slower riders. Below are number sequence suggestions for medium-sized cross-country events:

<u>Men</u>		<u>Women</u>	
Pro/elite	1-30	Pro/elite	31-51
Junior X	52-99	Junior X	570-589
JOMTB	400-449	JOMTB	700-749
Expert/19-29	100-199	Expert	200-230
Expert/30-44	231-269		
Sport/19-29	300-399	Sport/19-29	500-530
Sport/30-44	450-499	Sport/30-44	531-569
Sport/45+	270-299	Sport/45+	590-599
Beginner/19-29	600-699	Beginner/19-29	830-879
Beginner/30-44	750-799	Beginner/30-44	880-899
Beginner/45+	800-829	Beginner/45+	900-920

Race Class/Category Structure

Below are some examples on how a Race Director may combine classes/categories at different events. The Race Director has ultimate discretion, as long as NORBA regulations and class system are respected. (See Section 1.0 in the NORBA Competition Rulebook). The promoter may break these into smaller age groups.

CAT D/E

Small Local Race

Men

Pro/Semi-Pro
 Expert / 19-29
 Expert / 30+
 Sport / 19-29
 Sport / 30-39
 Sport / 40+
 Beginner / 19-29
 Beginner / 30-39
 Beginner / 40+
 Junior / 18 & under

Women

Pro/Expert

 Sport / 19-29
 Sport / 30+

 Beginner / 19-29
 Beginner / 30+

 Junior / 18 & under

CAT C

Medium Local Race

Men

Pro/Semi-Pro
 Expert / 19-29
 Expert / 30-39
 Expert / 40+
 Sport / 19-29
 Sport / 30-39
 Sport / 40+
 Beginner / 19-29
 Beginner / 30-39
 Beginner / 40+
 Junior X / 18 & under
 Junior / 18 & under

Women

Pro
 Expert / 19-29
 Expert / 30+

 Sport / 19-29
 Sport / 30+

 Beginner / 19-29
 Beginner / 30+

 Junior X / 18 & under
 Junior / 18 & under

CAT B

Regional Race

Men

Pro/Semi-Pro

Expert / 19-29

Expert / 30-39

Expert / 40-49

Expert / 50+

Junior X / 18 & under

Junior /10-/12-/14-/16-/18-

Sport / 19-29

Sport / 30-39

Sport / 40-49

Sport / 50+

Beginner / 19-29

Beginner / 30-39

Beginner / 40-49

Beginner / 50+

Women

Pro

Expert / 19-29

Expert / 30-39

Expert / 40+

Junior X / 18 & under

Junior /10-/12-/14-/16-/18-

Sport / 19-29

Sport / 30-39

Sport / 40+

Beginner / 19-29

Beginner / 30-39

Beginner / 40+

CAT A

National Race

Men

Pro

Semi-Pro

Junior X / 18 & under

Expert / 19-24

Expert / 25-29

Expert / 30-34

Expert / 35-39

Expert / 40-44

Expert / 45-49

Expert / 50-54

Expert / 55-64

Expert / 65+

Sport / 19-24

Sport / 25-29

Sport / 30-34

Sport / 35-44

Sport / 45+

Beginner / 19-24

Beginner / 25-29

Beginner / 30-34

Beginner / 35-44

Beginner / 45+

Junior /10-/12-/14-/16-/18-

Wheelchair

Women

Pro

Junior X / 18 & under

Expert / 19-24

Expert / 25-29

Expert / 30-34

Expert / 35-39

Expert / 40-44

Expert / 45-49

Expert / 50-54

Expert / 55+

Sport / 19-29

Sport / 30+

Beginner / 19-29

Beginner / 30+

Junior /10-/12-/14-/16-/18-

Wheelchair

18. Staging the Event

Staging Small Events

These races can be staged with a minimum of equipment and manpower. About all you need is a start line, an announcer and a way to signal the start of the race (pistol shot, whistle, etc).

Staging Large Events

These races require more thought, more staging equipment and more manpower than small events. Some questions to ask before a larger event:

- What is the interval between starts?
- Is there enough time to get the riders moved from the staging area to the start line, give race instructions and start the race?

Each group of riders should be staged separately in an area from which the riders may be moved easily and quickly to the start line. The staging area should be enclosed to keep the riders in a confined area. The staging area must not interfere with the actual racecourse, and should be placed so riders do not have to cross the racecourse to get to it. In larger events, using signs with the race class and category listed is a must. Separate the groups with tape or rope. As one group starts, move the other groups forward.

For a race day with multiple categories to start, there may be problems starting one group while a previous group is starting. To help stay on schedule, it is a good idea to located the start line forward of the finish line.

Starting Roster

It is helpful for the finish judge to have a starting roster for each category prior to the event. The finish judge can then familiarize themselves with the riders. The roster might be a three-part form and should contain the number, name, license and room for the final placing of all entrants in each event. One sheet is for posting, one sheet is for the promoter, and one sheet is for the person who will be putting the race results in electronic format for the NORBA office. This roster may also alert you to any racers whose numbers are out of sequence so a note can be made.

19. Starting the Event

Cross-country / Mass-start

The basic principle in starting a race is to provide a fair start for all competitors. In mountain biking, position at the start is critical in mass-start events, this can be much easier said than done. In theory, a mass-start event cannot have an equal start for everyone involved. The riders at the front definitely have an advantage over the riders at the back of the start grid. Depending on course layout, riders on the side, left or right, of the grid may have an advantage over the other side. How do we compensate for this inequity? In smaller and minor races, the inequity is not compensated. The riders are staged on a first-come, first-serve basis. However, in larger, more competitive events, riders who have previously "earned" a favorable start position are favored. The favored rider may be last year's winner, the series leader and/or leaders.

There are many components that go into starting a mass-start event and they become more complicated with the addition of more competitors and start intervals. These items should be addressed well before the event. In fact, a thorough review of the race flier prior to distribution can prevent many problems at the start. (i.e. Pre-Event)

Some questions an official needs to ask before the event are:

- 1) How many classes and categories of riders are at this race?
- 2) How many waves of riders are there?
- 3) What is the interval between starts?
- 4) Can the course handle the number of proposed riders in each wave?
- 5) Are the riders in each wave racing the same distance, the same course or number of laps?
- 6) Are the start and finish close to the Finish Judge, so they can get an accurate start time?

A race cannot start prior to the published start time, unless agreed upon by all participants.

For small events, many of these questions above can be overcome due to a small number of riders. Races that have only one group on the course at a time are relatively easy to start. As more groups are added to a course at the same time, the more likely it becomes that a potential problem with starting and finishing can occur. In general, each wave start should be racing the same course and the same number of laps, depending on the length of time the category is expected to be on the course. This makes finishing the race easier.

Cross-country Start Intervals

Small Events/Races with One Event at a Time

If necessary, intervals should be set to keep one group separate from the other group(s). To keep groups separate, officials need to increase the time between starts; this is more easily accomplished by starting the faster groups first and the slower groups later. Start times must be coordinated with the promoter, so that the proper start information is published in the race flier.

Larger Events/Races with Simultaneous Multiple Events

Intervals between starts should allow enough time to get each group into position at the start line from its staging area, give instructions and start the race. There should be enough time between groups to allow an adequate separation of different groups racing on the course at the same time. In circuit races, the time interval should be set so that all riders will have started prior to the first rider completing the first lap. The Finish Judge has to deal with lapped riders or riders on different laps. Lapped riders may be asked by the Chief Official to withdraw from the race.

Start Instructions

Start instructions should be short and to the point. Tell the riders how far they are racing, any special circumstances and other information peculiar to this event. There is no need to repeat information to the riders that they have received elsewhere, unless extra emphasis needs to be placed on it. If there is a crowd, your start instructions may be more for the crowd than for the riders. Adjust your information accordingly. Remember that the majority of riders may not be attentive to what you are saying because they are concentrating on the race.

Downhill

The basic principle in starting a downhill race is to start all the riders equally and in the same manner. Riders should all start the same way, one-foot down, held by an assistant or holding on to a structure. The start countdown should always be the same, be it electronic or manual.

As the starter of a downhill, you need to know the start interval (start sheet) and how the race is being timed. The start of the race can vary depending upon how the race is being timed. If timing is manual, it is imperative that you start the correct rider at the assigned time. This is also usually the case with electronic timing. However, if the electronic timing is using both a start time and a finish time (triggered by the rider), it is not critical that the rider starts exactly at his or her start time. This will allow the backup timing to be accurate, in case it is needed.

Starting a downhill race is monotonous and can be mentally taxing. A good starter will always make sure to concentrate on the job at hand. Start Judges cannot afford to be distracted because the smallest lapse in concentration may prevent a rider from starting at his assigned time.

Staging

The job of the "whip" is to get the riders lined-up in their proper start order and to inform the riders who should be staged and ready to start. A whip or some other person should stand in the place of a missing rider. This allows the starter to maintain his concentration and prohibits the next rider in line from starting at the wrong time. A good whip is invaluable because they will allow the starter to focus on starting the race.

Start Intervals

Start intervals are usually assigned for a downhill race. There are some races where riders may start at anytime, but these are rare and in most cases, this approach should be avoided. Intervals should be assigned so riders in a group will not overlap each other.

- The intervals should be even, usually 30 or 60 seconds.
- Fifteen and 20-second intervals should be avoided.
- Subtracting a start time that is an even minute from a finish time is easier than subtracting a start time with a fraction of a minute.

Even with the best planning, there will be a rider or two who do not show up to race. They are called 'ghosts'. Do not be tempted to start the next rider in the slot of the rider who did not show up. The best way to avoid any problems with ghost riders is for someone to step into the start gate to prevent the next rider from getting in position to start. Wait until the ghost rider has started before letting the next rider move into position. This procedure will serve two purposes:

1. The correct rider starts at the proper start time, and
2. The start gate is free if the ghost rider shows up at the last second ready to ride.

Allowing late riders to start should be discussed prior to the event, so that you, the timing company, and the other officials are prepared. Generally, the higher-level events will not allow a late rider to

start. In some cases, officials may start a rider at the end and allow that rider to ride for a time outside of competition. This permits the rider to ride the course, but still penalizes them for being tardy. Depending upon the course and the start intervals, it may be possible to allow riders to start late if they arrive before the start of the next rider on the start list. Do not create a disadvantage for the rider who is at the start at the correct time by allowing a late rider to start at the wrong time.

Example:

If a rider shows up five seconds late with one-minute start intervals, allowing the rider to start doesn't affect the next rider starting. The rider is penalized for the five seconds in which he/she was late by using the published start time to calculate the elapsed time of the ride.

Start Instructions

Usually, very few start instructions are needed to start downhill events. Occasionally, it will be necessary to inform the riders about a situation on the course or other pertinent information. Keeping the riders informed about their start is usually all that is needed. Let them know, at appropriate intervals, how much time there is until their run. If there isn't an electric clock or starting device, count the rider down to their start. If there is a starting clock, you may not have to do anything more than making sure that the correct rider is starting at the correct time. The clock should be visible to the riders and a series of beeps are used to indicate when a rider is to start.

Mountain Cross / Dual Slalom / Dual

These events are run with a series of elimination rounds, between multiple riders racing head-to-head down two parallel slalom courses or a single course. All three types of races use a qualification round to determine which riders will compete in the tournament and to seed riders going into the tournament.

Qualification

Generally, during the dual slalom, riders are allowed a qualification run on both red and blue courses. Half of the riders qualify from the red course, and the other half qualify from the blue course. The qualification procedure may change from race to race, but it must be outlined in the event flier. In the Dual and Mountain Cross, riders are usually allowed one ride for time on the course. In the first round, the fastest rider is seeded against the slowest rider; the second fastest rider is seeded against the second slowest rider and so on. Riders are permitted to qualify during a specified time and may take the start any time they desire as long as the timing company agrees. International and National-level events may have a specific start list for qualification. The starter, based upon the timing requirements of the course, controls the starts of the qualifying riders. In most cases, only one rider or pair of riders (Dual Slalom) is on the course at any one time. The starter will relay the number of riders qualifying to the finish judge prior to the start, based on start lists provided.

Subsequent Rounds

The starter must ensure that the correct rider is in the gate for each ride. In the dual slalom, each competitor will ride the course twice, once on the red course and once on the blue course. In the Dual and Mountain Cross, the rider with the fastest qualifying time chooses his start position for the single run heat.

Start Instructions

Generally, start instructions used are "Red course ready, blue course ready, riders ready" or similar statements depending upon the event. The starter then opens the gates for the start of the race. It is the starter's responsibility to determine if a rider has barged the gate at the race start, which will usually result in disqualification of that rider for that ride.

Observed Trials

Observed Trials are conducted over a series of obstacle courses constructed of natural and man-made obstacles. The obstacle course may have any number of sections. Riders attempt to negotiate each section without putting a foot or hand on the ground (dab). Each dab adds a point to the rider's score. The maximum point penalty for any section is five (5). The rider with the lowest number of points, or dabs, is the winner.

If a series of obstacle courses (sections) are used, riders may begin on any course (section) but must continue riding the courses (sections) in order from wherever they start. Each obstacle course (section) has its own judge, who determines the number of dabs a rider commits.

There are two classes, modified (20") and stock.

MAXIMUM NUMBER OF DABS ON ANY SECTION: 5

The judge indicates a rider's number of dabs by holding his fingers above his head. After a rider has completed the course (section), the judge writes the number of dabs on the individual rider's score sheet. The rider carries the score sheet with them from course to course (section to section) and submits it after completion of all the courses (sections) for final compilation of his/her overall score by the Finish Judge.

TIME LIMITS FOR EACH COURSE (section): 3 minutes (180 seconds)

20. Scoring and Timing

Scoring

All types of bicycle races require an event history. Scoring is important because it provides race organizers with data for accurate race results. The objective of scoring and timing any race is to give each rider his proper finish place and time within their class and category. In a cross-country race each rider's number is recorded on each lap to establish that the rider has completed the entire distance of the race and has earned the place and prize awarded. If a rider believes that the results are incorrect, the history of the event will substantiate whether an error has been made or not.

Scoring is one of the most important skills that you can bring to a NORBA event. Having the ability to keep track of every rider and to produce a set of results with minimal errors is one of the strongest assets you can provide to a promoter and to the riders. It sounds simple enough until eight-10 riders pass you within a few seconds. Accurate scoring requires concentration, attention to detail and practice, practice, practice.

Scoring Techniques

Write the number of every rider who passes by the official's position. This allows officials to:

- Keep a record of the number of laps covered by each rider.
- Show the relative positions of riders on each lap.
- Give the approximate time of each lap.
- Give the order of finish at the conclusion of the event.

If there is a results/timing company at the event, the task of producing results is much easier. However, results companies rarely record riders on each lap, so lapped riders may be easily missed and the rider/s listed incorrectly on the results. Remember that the official's job is to provide a fair event.

Simple Scoring

To keep scoring simple, check with the Race Director and request that the numbers assigned for each category/class start with a new 100 series.

- For large groups, assign numbers from x00 to x99 instead of beginning in the middle of a series. Carry over into the next three digit series.
- For small groups, use number series within the same x00 with the idea that the official never repeats the last two digits.

There will be times when officials have to write all three digits, but this system can minimize problems. If the laps are short (less than 8 minutes), officials will find that they will need every advantage they can get to write as many numbers as possible, especially early in the race, when the groups are still intact. If officials can eliminate writing the first digit of the number, it can increase scoring accuracy.

Scoring Techniques

Lap cards or signs (Lap #1, Lap #2, etc.) are helpful for racers and scorers. Lap cards normally signify laps to go. Example: When the card reads 4, there are 4 laps to go; when the card reads 3, there are 3 laps to go, etc.

- Score each rider on each lap. As the riders pass, write down their numbers.
- Make note of time gaps between groups. If there is a significant time gap between individuals or groups, make a slash on your score sheet to denote this.
- As the race progresses, you will notice the riders who are falling back and being lapped by the leaders. Circle the lapped rider's numbers, so as not to make any errors when finalizing the overall winners.
- When the leaders come past, with one lap to go, be sure they are told they are on their last lap.
- When the leaders finish, denote their finish position and time. Do this for each rider.

Example:

Laps to go	Numbers
5	50 46 43 49 41 44 48 42 47
4	50 46 / 49 41 43 48 42 40 44 / 47
3	50 / 46 49 / 41 43 48 42 40 44
2	50 (47) / 46 49 / 41 43 / 48 42 40 / 44
1	50 / 46 49 (47) / 41 43 48 42 40 / 44
Finish	50 / 46 49 (47) / 41 43 48 42 40 / 44

Finish Order

<i>Place</i>	<i>Number</i>	<i>Time</i>
1	50	53:00
2	46	53:45
3	49	"
4	41	54:30
5	43	"
6	48	"

7	42	"
8	40	"
9	44	55:00
10	47	1:10:15
Did Not Start	45	

This is a basic example, but the system is the same, regardless of how many starters you have in the race. The more starters, the more lapped and non-finishers you may have.

Helpful Scoring Tips

- List the laps in reverse order on your scoring sheet, so the last two laps are 1 (to go) and Finish.
- Leave a column on the left to record lap times of the leader(s) and as many other riders as you can.
- As riders cross the line, develop the habit of taking the time with your stopwatch. This will provide you with each lap time and eventually will be automatic; as long as you press the SPLIT button on the watch, you can refer to the time when you are ready, since recording the numbers of the riders in the group is more important. Try to get at least the first few and the last rider in each group. If groups start forming and spaces develop between them, use a slash between the groups. It will help you recreate the race, if necessary. Use a double slash if the gap increases. Recording the time between groups if helpful.
- Obtain a list of DNS (Did Not Start) riders from registration.
- Once a rider or group is lapped (passed by the leader/s), and the decision is to let them continue, the official needs to circle the number of the rider lapped. This technique allows the official to quickly refer to their notes when the results are being finalized.
- Rider(s) passed by the leader(s) may be asked to withdraw from the race. It is important that officials keep a record of riders who have been asked to withdraw so they can be placed in the results in the correct order. Riders who drop out of the race without being pulled do not get placed in the results.
- A breakdown of the numbers assigned to different classes needs to be obtained from registration. A suggested breakdown is included in this manual. Know what numbers have been assigned to each group. Check the riders on the start line to see what they are wearing the correct numbers. (If a rider is on the start line wearing a number from the wrong number series, ask if the rider is supposed to be competing in this group). Make a note of any exceptions; report them to the other scorers and to the timing company.

Starting Roster

It is helpful for the scorekeeper to have a starting roster for each category prior to the event. The scorekeeper can then familiarize themselves with the riders. The roster might be a three-part form and should contain the number, name, license and final placing of all entrants in each event. There should be one sheet for posting, one sheet for the promoter and one sheet for the person who will be putting the race results in electronic format for the NORBA office.

Recording Numbers

If you are recording times, the most inexpensive method is to have several battery-operated time clocks or hand-held stopwatches at the finish line. Have a stopwatch with your clipboard and record

the rider's number and time as they cross the finish line. It is best to have several people recording numbers.

Another method of timing is with a special stopwatch, equipped with a thermal printer. With this device, you just have to hit the print button as each rider crosses the line and the time is printed on the paper tape. With either method, test your system carefully before race day and always be prepared with a back-up system.

Scoring Location/Positioning

Because riders come across the finish line pretty fast, officials should position themselves either on an uphill area or where riders will be slowing down. There should always be a scorer near the start/finish area. Having an additional scorer in another place on the course is also important.

Cross-country Scoring

Usually, all racers start at the same time (a mass-start event) and they race a specified distance. Faster riders may pass (or LAP) slower riders. The intermediate laps of the race must be scored so that a racer who has not ridden all of the laps is not awarded a place ahead of a racer who has finished all the laps. Riders who do not complete the full distance aren't placed ahead of riders who have completed the full distance.

Downhill or Uphill Scoring

Both the downhill and uphill are individual time trials, where each racer starts alone at an appointed time. Sometimes the uphill is a mass start, in which the entire class begins at the same time. In each case, there must be a record of the order in which racers finish and record of their **elapsed** race times (not their finish times).

Elapsed time: The time of the rider that is taken by starting a stopwatch at the beginning of the race and recording the time on the stopwatch when the racer finishes. The elapsed times provide an order of finish and a history of the race.

Finish time/race time: The time of the rider taken by subtracting the rider's start time from his/her finish time. The finish times determine the race results.

Observed Trials Scoring

The checker or observer, delegated by the event organizer, will be the maximum authority in this section. In the case that there is more than one checker at the same section, they will perform as helpers to the delegated checker.

<u>Dabs/Penalties</u>	<u>Penalty Points</u>
Clean section / no dabs	0
1 st dab	1
2 nd dab	2
3 rd dab	3
4 th dab	4
5 + dabs	5
2 dabs at one time	5
(foot and foot, foot and hand, foot and shoulder, knee and hand, hand and hand, etc.)	
Two dabs on same side of bicycle	5

Dabbing outside the section limits	1
Leaning handlebar on ground, tree, wall, etc.	1
Any help from end toes and heels	1
Sliding one foot on the ground	3
Touching hand to object (excluding oneself or bicycle)	5
Over the prescribed time limit	5
Outside limits of section with either tire	5
Breaking the ribbon, knocking down marker	5
One foot crossing the longitudinal line of bike while one foot is on the ground	5
Resting with pedal/skidplate (not toe clip) (for more than 3 seconds)	5
Gate Foul	5
Rider modifies the section	10
Pre-riding the course	100
Losing score card	DQ

Observed Trials Time Limits

Time limits will be established for each section. All sections will close at the end of the time limit and all scorecards will be submitted. The recommended time limit is 3 minutes. The time will begin when the rider's front axle passes through the start gate and ends when the rider's front axle passes through the exit gate. Each checker will have a stopwatch. Checkers or the checker's assistant should advise the rider when there is one minute left, 30 seconds left and 15 seconds remaining to complete the section.

Finish

The finish of the race is very important. As scorers, it is critical for officials to remember that the race organizer will always want to have as grand a finish as possible. It is imperative that the official(s) are able to determine a legitimate finish. Officials need to provide an accurate result, placing all of the contestants and their finishes with a time.

The Chief Official should arrange a separate area for the Finish Judge to do their job. There should be some type of protection from the elements, good sight lines, seating and water. The official needs to be diplomatic with the announcers, working staff and the timing/results service.

Because all races do not have a timing/results service, officials may have to provide that service. Officials need to be prepared with multiple sheet result forms and a method of informing the promoter who the top ten finishers are in each category. Suggestion: Use a 3 x 5 card system that lists the top finishers in each category to use for immediate posting and eventual awards.

Most events have a system of funneling the finishers into a chute. The riders are supposed to enter the chute in the order in which they crossed the finish line, and remain in that order. The chute order will give the timing/results company a raw order of finish. It is ultimately the scorer's information, whose records will be used to determine race results. If there is a close sprint, the riders may change positions between the finish line and the end of the chute.

Always be aware that the official, as a scorer, must be able to provide results intermittently during the finish, so the awards ceremony is not delayed.

Number Tear-Off Systems

If you are using the number tear-off system, have one person pulling the tags, with a runner posting them on a scoreboard. This system works best with one-lap and point-to-point races. During multi-lap races, you will need two people writing down the numbers of each rider per lap. This information will need to be recorded on the tags posted on the scoreboard. For the official results, you need to score the four-lappers first, and then score the three-lappers, and so on.

Unregistered Riders

One of the biggest problems in scoring a race accurately is an unregistered rider going across the finish line. You must record their time and anything that identifies the rider on the score sheet. This precaution will keep everything in order. Because some riders lose their numbers while racing or the scorers cannot see them as they cross the finish line, a rider may be unidentified. The last thing you want to do is miss scoring a rider because you thought they were unregistered.

Lapped Riders

Because officials need to verify that a rider has completed the required number of laps, it is especially important that officials be able to trace the leaders and last riders on each lap. Often, lapped riders will come to the finish before completing all the laps of the race. Obviously, riders who do not complete the whole distance should not receive places, awards or prizes.

Breaking Race Ties

Regardless of the event, if a tie occurs at the finish, competitors are declared equal. The normal occurrence is to total the winnings of the individual places, such as three persons tied for third: the third, fourth and fifth place prizes are combined and awarded equally. If it is for points, give each competitor the points for the third place and the next place after the tie will receive sixth place points.

Disqualifying Racers

Officials Witnessing Rules Being Broken/Close Proximity. If you're a race official and you see a racer take outside bike assistance to fix a flat, the rider must be disqualified. Try to intervene before the rider takes outside assistance and explain your reasons. Refresh their memories by quoting and showing the section in the NORBA rulebook outlining this rule. Always have a NORBA rulebook handy so you can reference items in situations such as this one. Avoid raising your voice or losing your temper, even if you are met with resistance from the offending party.

Officials Witnessing Rules Being Broken/Far Proximity. If you're too far away to warn the rider not to take outside assistance, write down their number as a "DQ" and give the information to the Chief Official. The rider may be new to the sport and approach you after the race. Treat this as an opportunity to educate the racer about the rules. Avoid just saying, "It's against the rules."

Do not dismiss rule infractions because it is a disservice to the sport as a whole and can have a sizable impact on your credibility as an official.

21. Results

Posting

Results, announcements, start lists and rosters should be posted in the race registration area, near the timing area and outside in a central location. Adequate areas for posting should be arranged and marked so they can be easily identified.

There should be at least one person from the local organizing committee designated to post results. If there is not a person assigned to do this, the official needs to make sure it gets done. Posting and information distribution is critical to a well-run event. Results posting cannot be overlooked or overemphasized.

When the responsible person receives the posting information, they then need to make copies and post them in all the appropriate areas. Posted results need to have the time of posting written on them. After a new set of results is available for a class/category, remove the old results and post the new.

Before the final results are posted, the Chief Judge or Chief Official must sign them. Checking final results is important to ensure proper results classification.

Copying

It is important that information gets distributed to the proper people in a timely manner. Depending on the scope of the event, it may be important that each site has a copy machine that collates and staples.

The copy facilities should be within a reasonable walking distance from the timing, registration, press and posting areas. There should be at least one person designated from the local organizing committee for the task of copying. Let the copy person know how many copies will be needed for the officials. It may be necessary to make copies available to the media and the teams. Check with the organizer to be sure everyone requiring a copy receives one.

Appropriate sponsors should be added to the results sheet with applicable logos. These copies will then be distributed to the appropriate individuals, which include officials, the event organizer, the press coordinator, NORBA and announcers.

If a copy machine is not available on-site, use carbon paper.

Competition Protests

Results Protests

Protests concerning finish results should be handled as quickly as possible. There is no fee for this protest. The usual complaint about a rider's final placing will normally revolve around being lapped and how many times they were lapped. It is much easier to get lapped in mountain bike racing and go unnoticed, particularly if the competitor's number has been improperly attached or is not visible or is not in the correct sequence.

When the results are posted, always make sure the placing and finish times for prizes are as accurate as possible. This extra attention will eliminate most, if not all, of your potential problems that concern scoring.

Riders who are lapped in the early portion of an event usually go unnoticed by the scorer because they are still in small groups. When they are lapped in the later part of a race, the rider usually doesn't

notice the leaders. This is the hardest part to explain to the rider because they will not want to admit they were lapped.

Do your best job of allowing the rider to look at your score sheet and explaining to them how your system works. If they ask, tell the rider what the symbols mean. They will usually walk away from your explanation satisfied.

Rider Competition Protests (for Chief Official)

Protests against competitors require a fee. Use the guidelines below to make a judgment on competition protests.

If a rider follows procedures and files a protest, listen to their complaint, and then inquire if they have any witnesses to back them up. Listen to the witnesses and determine for yourself if they are impartial. Locate the offending party, listen to their side of the story and listen to their witnesses if they have any. If you are confident the complaint is valid, then warn, relegate or disqualify the offending party as needed.

The rider may appeal your decision to the NORBA Competition Director, at which time the Appeals Committee will either uphold or appeal your decision.

As stated in the NORBA Competition Rulebook, Section 6.0

- 6.1 Protests can only be made by and against racers in the same event.
 - 6.1.1 The protester shall file the protest in writing with the Race Official (or Race Director in the absence of a Race Official). The protest period is immediately following the race and up to 15 minutes following the posting of complete results for their class.
 - 6.1.2 An "Official Protest" form should be used. These are available from the Race Director or Race Official. If a protest form is not available, a protest in writing must be submitted to the Race Official including the following; rider number, date of event, time of protest, description of incident, desired outcome, witnesses, name, address, phone, license number and signature of rider and promoter. A \$20 fee shall be submitted in cash with the protest. Protests of the order of finish do not have to be in writing and the protest fee may be waived by the official.
 - 6.1.3 The Race Official shall promptly rule on the protest. The fee will be forfeited to NORBA if the protest is denied, or refunded if it is upheld.
 - 6.1.4 NORBA Officials reserve the right to review evidence to a protest (or lack thereof) after the 15-minute protest period. Where practicable, the review panel shall consist of 3 officials.
- 6.2 A NORBA Race Official will be permitted the final decision regarding any occurrence at the event not addressed in the NORBA Competition Guide. Decisions of this nature must be documented and submitted to NORBA within five working days after the event by the Race Official.
- 6.3 An appeal of the protest decision may be submitted to NORBA by the rider in type written form within one week of the incident with a non-refundable hearing fee of \$75. The USAC Technical Director will make a ruling, which will be the final decision.

22. Inclement Weather Rulings and Re-runs

Cross-country / Short Track

If an event is halted due to adverse weather conditions, results are based on the last lap completed by the leaders. The Chief Official will be responsible for determining the safety and continuation of the competition.

Downhill

If an event cannot be completed within a reasonable time period due to adverse weather conditions, the Chief Official, in consultation with the event organizer, may make one of the following rulings:

- A final run may award points, prize money and podium based on current race standings (if a part of a race series). A race will be declared official if 80 percent of the field has received a time.
- The results of the semi-final or qualifying round may determine final placings.
- A semi-final seeding may be based on current race standings (if a part of a race series). A semi-final race will be declared official if 80 percent of the field has received a time. Riders unable to complete the semi-final run will be allowed to race the final, but will be seeded last in the final.
- A final run may award points, prize money and podium based on the results of a semi-final run.
- Cancel the race. Riders will not receive any points or prize money.

Mountain Cross / Dual / Dual Slalom

If an event cannot be completed within a reasonable time period due to adverse weather conditions, the Chief Official, in consultation with the event organizer, may make one of the following rulings:

- The competition may be stopped and restarted, as necessary, due to adverse weather. If the competition is stopped during qualification and must be rescheduled, all competitors must compete in the rescheduled competition to qualify.
- In the finals, the competition may be stopped and restarted, as necessary, due to adverse weather. Once the competition resumes, it will be started at the last completed ride.
- If the event must be stopped and cannot be restarted or rescheduled, all remaining riders in the competition will receive points and placing based upon the last completed bracket.

Example: If a Dual Slalom event is stopped during the second ride of the semi-finals, all four remaining riders will be placed fourth. All four riders will receive fourth, fifth, sixth, seventh-place points and prize money divided by the number of riders who have completed the race.

i.e. 4th, 5th, 6th, 7th places pay \$40, \$30, \$20, \$10 for a total of \$100. Divide the \$100 by the number of riders (4) and each of the riders will receive \$25.

Re-runs

Riders may be granted re-runs at the discretion of the Chief Official. There will be no re-runs except under extenuating circumstances not caused by rider or mechanical error. This event puts emphasis on rider and bicycle reliability and consistency. A rider receiving a re-run will go after the final competitor, at the discretion of the Chief Official. If a rider is granted a re-run they may not receive any additional team support without the approval from the Chief Official. This includes, but is not limited to, mechanical assistance, tire changes, eyewear change-out or clothing change.

23. Drug Testing

United States Anti-Doping Agency (USADA)

The United States Anti-Doping Agency (USADA) is an independent drug-testing agency that was established October 2, 2000. The United States Olympic Committee no longer conducts drug testing. The procedures for testing, results, prosecution, hearing and penalties are now controlled by the USADA. If one of USA Cycling's athletes test positive for a prohibited substance, USADA handles all aspects of their case and at the conclusion informs USA Cycling what penalty will be imposed on the athlete. All penalties are based on UCI regulations.

The medical control regulations shall apply to USA Cycling, its associations and all members, licensees, participants in races granted permits by USA Cycling or to organizations affiliated with USA Cycling or associations.

NORBA/USA Cycling events are subject to drug testing at anytime and all NORBA license holders must be open to this procedure. The majority of testing is based on detectable amounts of a substance in urine, except in specific cases where quantitative concentrations of a substance must be exceeded to be considered positive.

A list existing list of prohibited substances can be found in the:

- NORBA Competition Rulebook
- Online at www.usantidoping.org
- Drug Hot Line and USADA information: **1-800-233-0393**

Address:

United States Anti-Doping Agency (USADA)
1265 Lake Plaza Drive
Colorado Springs, CO 80906

Official's Responsibility in Event Drug Testing

If you are the Chief Official at an event where drug testing has been declared, the following are the drug testing procedures as outlined by USADA:

Part 1. Testing

- (a) Each selected rider shall report to the designated place not later than one hour after the finish of the event, or any official ceremony immediately following the finish in which the rider is required to participate, whichever is later. The rider shall remain at the disposal of the inspector until the sampling procedure is completed.
- (b) The rider is required to provide a urine sample with specific gravity not less than 1.010 and pH not greater than 7.5. Should any rider be physically unable to pass a sufficient quantity of urine meeting these standards, the rider shall be kept under observation as long as necessary, there being no time limit. Should the rider be allowed to move to another place, that rider shall be accompanied by the inspector or a person designated by the inspector until such time as the sample is obtained.
- (c) Should the rider not provide a sample in the necessary amounts, the medical inspector shall decide whether the quantity produced is sufficient for examination purposes. The decision of the inspector regarding the adequacy of the quantity may not be used as the basis for an appeal that there was a defect in the examination procedure.

Part II. Declaration

Riders selected for testing shall declare in writing any medication (prescription or non-prescription) they have taken. Such declarations shall be signed by a physician or by the rider and must be delivered to the medical inspector before a sample is taken.

In order for the correct procedures to happen, the Chief Official needs to make sure that the following are completed before the drug testing begins:

1. Posting of the Selections Where will the list of athletes chosen for drug testing be posted?
2. Notification of Athletes What is your plan for contacting athletes?
3. Athlete Couriers Who will take the athletes to the drug testing facility?
4. Proper Facilities Where will the drug testing be conducted?

An issue that is often overlooked is an adequate facility that limits access to the press, public and anyone other than the rider's coach. Another issue is that most riders are dehydrated after the event and they need to rehydrate. A supply of water and a sports drink need to be available in sealed bottles. Sealed bottles are imperative to eliminate the possibility of tampering. The beverages supplied need to be caffeine-free and commonly identified.

24. Post-Event

Course Inspection

Immediately after the race, a course evaluation should be made noting impact, damage and any needed repairs. All repairs should be done at the conclusion of the event by the organizer and staff.

License Sales Reconciliation

The event organizer and Race Official should agree on who will be responsible for submitting NORBA licenses and money sold to the NORBA office. It is imperative that new annual licenses are submitted in a timely fashion so that they can be fully processed for the rider and a license sent out as quickly as possible..

Insurance Surcharge

There is a \$1.50 insurance surcharge for every participant in the event. The event organizer reports the exact participant numbers in the Post-Event Sanctioning Report.

Report of Occurrence

The Report of Occurrence form must be completed for every injury reported at the race site or event. Once completed, the form must be sent to NORBA within 24-hours of the event.

This form becomes critical when a rider needs to submit an insurance claim due to injuries received at an event. If NORBA does not have this form, an insurance claim cannot be processed. It is the Race Director's responsibility to ensure that these forms are completed for every injury. The Report of Occurrence form protects the Race Director and NORBA in the unlikely event of a lawsuit.

For more serious injuries, the Race Director or Race Official needs to contact the NORBA office immediately, via telephone, and a verbal report to the Member Service Representative or Membership Director. NORBA will also need to know if the rider holds an annual license.

Official's Report

An official's report form must be completed at the conclusion of the event and submitted to NORBA within 14 days of the event.

Post-Event Sanctioning Report

The event organizer must submit a Post-Event Report to the NORBA office within 14 days after the event. The insurance waiver will not be honored unless the Post-Event Sanctioning Report has been completed and submitted within the designated time.

25. Officials' Fees

Officials' Payment Scale

<i>Category A</i>	President Commissaire	\$175 / day
	Vice-President	\$125 / day
	Finish Judge	\$125 / day
	Start Judge	\$ 100 / day
	Race Secretary	\$ 100 / day
	Per Diem (if necessary)	\$ 25 / day
	Mileage (to/from event)	\$ 0.36 / mile
	Housing	

<i>Category B</i>	Chief Official	\$125 / day
	Assistant Official	\$ 100 / day
	Per Diem (if necessary)	\$ 25 / day
	Mileage (to/from event)	\$ 0.36 / mile
	Housing	

<i>Category C-E</i>	Chief Official	\$ 80 / day
	Assistant Official	\$ 60 / day
	Per Diem (if necessary)	\$ 25 / day
	Mileage (to/from event)	\$ 0.36 / mile
	Housing (if necessary)	

ALL PAYMENTS SHOULD BE TENDERED AT COMPLETION OF THE EVENT

26. Summary

In closing, NORBA wants to thank you, the official, for being an integral component of successful mountain bike events. You are customer service agents for mountain bike racing and NORBA. Racers rely on your judgment, knowledge and dedication to the sport for accurate answers and guidance. Officials make races happen in a consistent and fair manner.

NORBA is constantly striving to improve mountain bike racing in the United States. Please let us know any suggestions to improve our Officials Program, our racers and our organization. Again, thank you for your efforts.

27. Contact Information

USA Cycling, Inc.

1 Olympic Plaza
Colorado Springs, Colorado 80909-5775
P: 719/866-4581
F: 719/866-4628
W: www.usacycling.org

International Mountain Biking Association

1121 Broadway, Suite 203
Boulder, Colorado 80306
P: 888/442-4622
W: www.imba.org

National Association of Sports Officials (NASO)

2017 Lathrop Avenue
Racine, Wisconsin 53405
P: 414/632-5448
W: www.naso.org

Union Cycliste Internationale

CH-1860 Aigle
Switzerland
P: +41-24-468-5811
F: +41-24-468-5812
W: www.uci.ch

United States Anti-Doping Association

1265 Lake Plaza Drive
Colorado Springs, Colorado 80906
P: 719/785-2000
E: usada@usantidoping.org

United States Cycling Federation

1 Olympic Plaza
Colorado Springs, Colorado 80909-5775
P: 719/866-4581
F: 719/866-4628
W: www.usacycling.org

United States Olympic Committee

1 Olympic Plaza
Colorado Springs, Colorado 80909-5746
P: 719/632-5551
W: www.usoc.org

28. Uniforms

UNIFORMS

As commissaires, race officials are the face of USA Cycling. The first impression of the organization is the one that you provide, whether on the course or away from it. Your appearance at an event helps inform spectators, coaches, and athletes whether the officiating program of USA Cycling is in the hands of competent professionals or is the casual product of poorly trained amateurs.

Do not wear clothing that endorses a sponsor, team, or product. This may imply favoritism or a bias.



Red shirt with "NORBA Official" or National Commissaire patch.

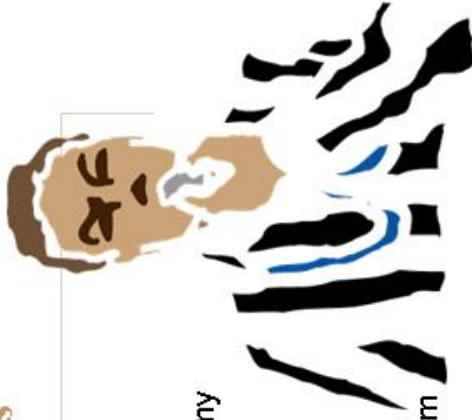


113. All officials shall wear grey or khaki slacks, skirt, or shorts with either black & white striped shirt or light blue shirt; a navy tie and blazer are optional. A "USCF Official" emblem shall be visible on the front of the uniform. All officials at a given race should wear the same uniform as specified by the Chief Referee.





USAC Code of Ethics for Race Officials



- (1) I will maintain the utmost respect for the sport of competitive cycling.
- (2) I will conduct myself honorably at all times and maintain the dignity of my position.
- (3) I will honor an assignment or any other contractual obligation.
- (4) I will attend training meetings and clinics so as to know the rules and regulations of cycling, their proper interpretation and their application.
- (5) I will strive to achieve maximum teamwork with my fellow officials.
- (6) I will be loyal to my fellow officials and never knowingly promote criticism of them.
- (7) I will control the event participants by being courteous and considerate without sacrificing fairness.
- (8) I will do my utmost to assist my fellow officials to better themselves and their work.
- (9) I will not give the appearance that a race jury decision was not unanimous.
- (10) I will not discriminate against nor take undue advantage of any individual group on the basis of race, color, religion, sex or national origin.
- (11) I consider it a privilege to be a part of USA Cycling and my actions will reflect credit upon that organization and its affiliates.



Additional Resources: Race Official's Handbook



This handbook provides race officials with the policies that apply to them during 2004 for road cycling, track cycling, mountain biking and cyclocross. It also outlines administrative procedures regarding assignment, education, advancement, reporting and event management.