



Organisers Guide

The organiser is the person registered with British Cycling as organiser of the event. That person is primarily responsible for ensuring that the race is undertaken in a safe environment. They are also responsible for setting up signing on, track layout, delegating activities to marshals and judges, providing a result for the race, leaving the track in a tidy condition and for entry fees taken on the night.

Support for the signing on process has been arranged. This is just for the process of entering the riders into the database. It is ideal if as organiser you can arrange for 1 person to help with this process alongside the person running the laptop.

The organiser is not responsible for ensuring the event runs in accordance with British Cycling Technical Regulations, that is the job of the Commissaires

Below is a checklist for the organiser and some detail on the various activities that supporting volunteers may be required to perform.

Checklist

1 week before

- Ensure that your support team knows they are due to attend and what time you would like them to be there for. If you are relying on another club or individuals you don't know, contact Mike Twelves who will put you in touch with them
- Ensure you are familiar with the risk assessment. This may be downloaded from the organisers section on the website

Day before

- Print off blank signing on sheets, manual signing on sheets (for use as backup in case of problems with electronic signon) and a track layout for the track configuration you are using. These are available in the organisers section on the website
- Make sure you know if the high value items will be delivered to the circuit or if you need to collect them (see High Value Items section)

Event day

At the event

- Arrive 60-75 minutes before the start time
- Retrieve signing on area and finish area kit from Mallory store
- Attach signage to circuit entry gate and close the gate. Signage is "Cycle Event in Progress", "Registration" with arrow, "Circuit Rules" and "Keep out of the Gravel Traps"
- Ensure commissaires, first aid and marshals have radios and they are on the correct channel
- Ensure marshals have high viz jackets issued
- Concentrate on getting your support team organised and doing things

Track Setup

- Note the layout of cones/barriers on the track when you arrive on the diagram provided in the organisers folder. The track needs to be left exactly as we find it at the end of the night.
- Put out cones on track for chicanes as shown in circuit configuration diagram

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- Ensure any debris removed from track
- Where circuit is being used in Anti-Clockwise direction, ensure foam pads in place on armco barrier ends near pit exit

Signing on setup

- Eazi-Up gazebo erected and secured near finish line
- Table and chairs put up
- Signing on sheets, circuit configuration and number placement details secured to table
- Gear check strip laid out (junior gears should be checked)

Finish Area Setup

- Yellow flag at 200m to go
- Finish line tape laid down (where required)
- Lap board, chequered flag and bell at finish line
- Mallory and Jewson banners laid out. Where the lower circuit is being used, erect the orange safety fence on each side of the track after the finish line

Signing on

- All officials (signing on, marshals, commissaires, judges etc) to complete organisers signing on sheet
- Check licenses when riders registering for first time. Particularly note whether the rider has a Full racing license, if not (ie only has preliminary license) then a day license is required. £5 for SILVER membership holders, £10 for any others
- The registration software identifies the fee that a rider has to pay. If this is challenged, ask the rider to pay the fee shown on the laptop, make a note of their number and advise that this will be looked into
- Remember that when registering for the first time, or if a rider has forgotten/lost their number and needs a new one, there is a £1 charge
- Ensure riders signing on sheet is signed

Prior to race start

- Provide the commissaires with a list of signed on riders
- Ensure laptop and cash box with entry fees are both secure
- Ensure marshals in place (particularly main gate marshal when only lower circuit is in use)
- Ensure commissaires know which circuit/direction is in use
- Brief commissaires on prizes and/or primes for the night
- Ask commissaires, in addition to their normal briefing
 - to remind riders about the “No Gell Wrappers to be dropped on the Circuit rule” during their race
 - to ask riders to come to the signon area after the race to identify finishing positions and that we are trying to place the top 20
 - to brief riders on prizes and/or primes

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During the race

- At race start, announce start over radio to marshalls and first aid
- Prepare nights prizes from entry fees (see prize grid at the end of this document)
- Tidy away signing on
- Periodically check with commissaires and marshalls that everything is running smoothly. As organiser you are the spare person to cover any out of the ordinary events
- Ensure judging team are prepared for the finish and have run a test video capture from the iPad's so they understand what to do
- Ensure people stay out of the gravel traps and no dogs on the circuit
- Ensure someone is positioned at the exit of the circuit 1 lap before the finish to redirect riders to review video and confirm positions

Immediately after the race

- Get the iPad with the finish video and take it to the signing on table
- Immediately after the finish is your best chance of getting a full result, you need to work fast to identify riders and/or get identification confirmation
- If you have confirmed the top placing, distribute the prizes. If there is any doubt hang on to the prizes until placings have been confirmed (they can be handed out at subsequent races or we can pay prizes by bank transfer)

After the race

- Pack away the gazebo and table/chairs and return to stores
- Pack away finish area kit and return to stores (don't forget yellow flag)
- Collect signage and return to stores
- Return the track to the configuration it was in prior to the race starting
- Ensure high value items accounted for and in storage box
 - Laptop
 - iPads
 - Radios
 - Cash Box

Following the race

- Return high value items storage box to M Twelves
- Scan results and email to info@malloryparkrrleague.co.uk
- The results will be published on the website and distributed via the mailing list within 24 hours of you sending the scanned result. You will be emailed a BC results file which you need to upload to BC for that nights event (see BC Events manager procedures). Probably also useful to send a copy of the results to the nights Chief Commissaire
- Scan signing on sheets and email to info@malloryparkrrleague.co.uk

Event Equipment

We have 2 categories of event equipment

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*Godfrey
Bikewear*

JEWSON



Circuit equipment – this is kept in the store room at the circuit and comprises

- Gazebo
- Table
- Chairs (x2)
- Finish banners (2 x Jewson, 2 x Mallory RR League)
- Gear check strip
- Fencing and Stakes

The store room is located in the scrutineering area by the fuel pumps. The door isn't locked but it is often quite stiff to open

High Value items – to be returned to Mike Twelves after the event

- Laptop
- iPad
- Cash Box (with float and entry fees)
- Radios
- Video Cameras

The items may be delivered to and collected from Mike Twelves after and/or before the event. If nobody is in, the box of items may be left/collected from the entrance porch

Address: The Old Farmhouse, Ashby Road, Stapleton, LE9 8JF 01455 843626/07711 013472

Directions

Exit Mallory Park
Turn Left on Bosworth Road
At junction with A447 turn left
towards Hinckley
Past Garden Centres (2) on right
Enter Stapleton
Past Cattery on right
Enter first driveway on right
Down driveway, through arch
into courtyard
The Old Farmhouse is on the
right

Note: If you get to the Village
Hall/School Lane on your right
you have gone too far



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BC Events Manager Procedures

To upload a result

- Go to the BC website and Login (Button at top RH corner of screen)
- Click on My Dashboard
- From the menu, click on Event Organiser and then click on the My Events button
- You should now have a list of the events you are designated as organiser for
- Click on the Manage Event button in the Actions Column
- Click on Submit Results, then Submit Official Results, then the I'm Sure button
- Ensure the 'Add full result for whole event' tab is picked (shows red), then click on the Browse button and navigate to the result file
- Click on Open and the file selection window will close, displaying the selected filename
- Click on Upload File and then click on OK

And then its done. A really slick 13 click procedure to upload a simple result file ☺

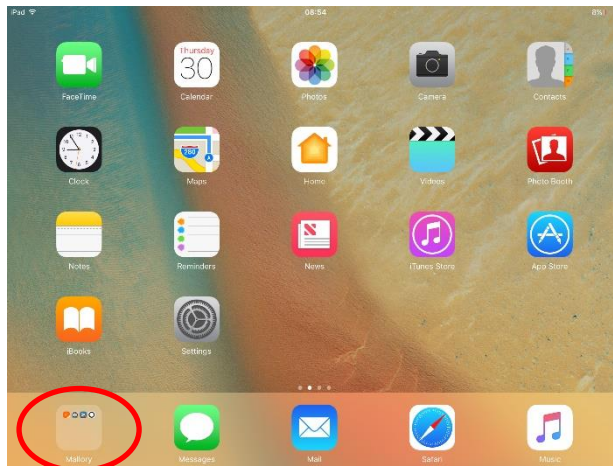
iPad procedures

Login

Press the Home button twice and then enter the code 2016 to unlock the iPad

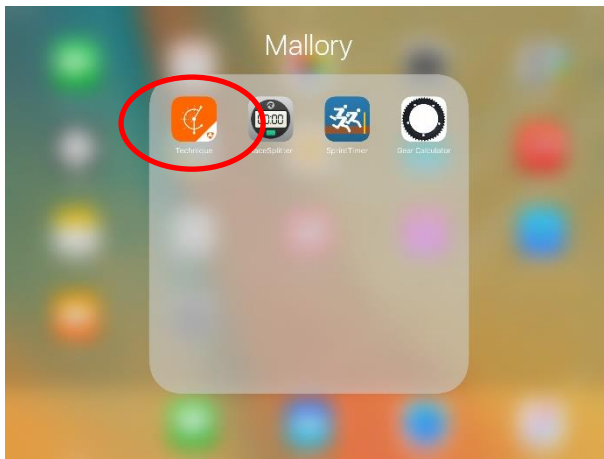
Using the slow motion video

1. Tap the Mallory group folder on the iPad home screen

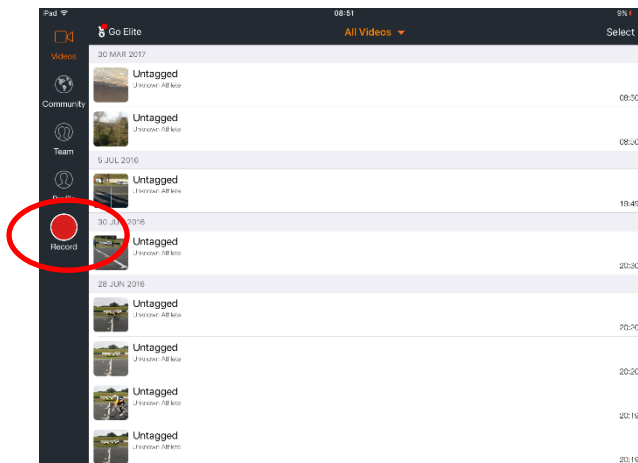


2. Tap the Technique icon

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3. When Technique opens, you should see the following screen. To record a finish tap the Record button. To view a recorded finish tap the video icon (see later for further details)



4. The recording screen will now open. The recording mode should be 720p/60FPS. If it isn't tap on the icon and select that setting from the list of choices.



5. Tap on the Record icon to start the recording.

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6. The icon will change to a red square on a white background and the running time of the recording will be displayed. To stop the recording tap on the red square

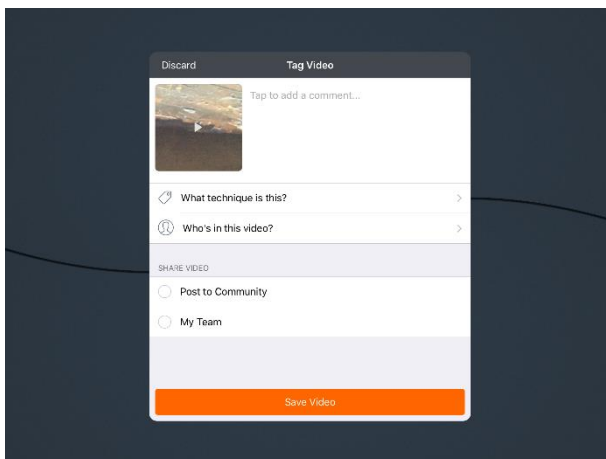


7. When you have finished recording, you can either view the video directly or save it. To view it directly, tap on the video icon that's now in a toolbar along the bottom of the screen

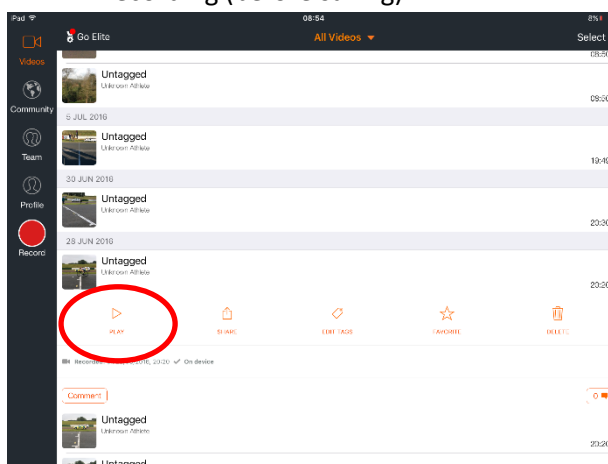


8. Alternatively, you may save the recording by clicking on Done in the top RH corner of the screen. This will open a new popup, just tap on the Save Video button

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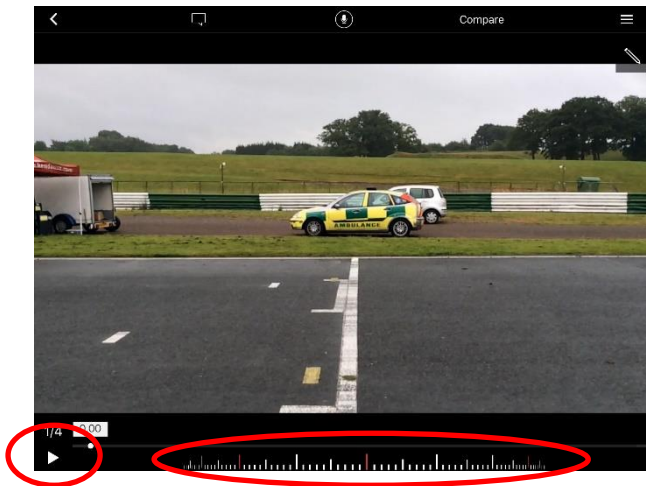


9. Once you have clicked on Save, it will take you back to the main screen which shows all saved videos.
10. To view a video from this screen, tap on the video and then tap on play. This takes you to the same viewing screen as you get if you tap on the video icon immediately after stopping a recording (before saving)

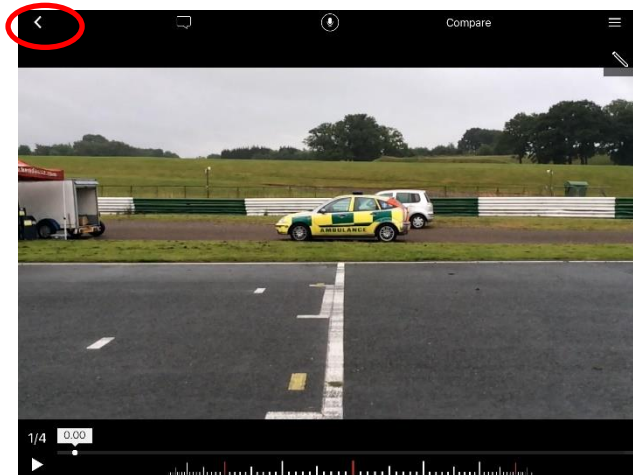


11. When the video opens, you may either play and pause it by tapping on the icon in the Bottom LH corner of the screen, or you may advance/revind the video by dragging over the scroll wheel bottom centre of the screen

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12. To return to the main screen click on the arrow in the top LH corner of the screen



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