



Warragul Cycling Club Inc
PO Box 416 Warragul 3820, VIC. warragulcyclingclub@hotmail.com

RACE DAY CO-ORDINATOR (RDC) TASK CHECKLIST

TASK	DONE
<p>Day before race day: contact Roster Co-ordinator Neil Walker to confirm other Rostered Members are either available or have organised suitable substitute, e.g. TrailerSign person to ensure they (or someone else are fine for race day).</p> <p>Confirm with Race Technical Director that technical aspects of the race are ready to run or they or someone will be there to assist on the day (eg. Setting of Handicaps and determining handicap bunches and their start times)</p>	
<p>On the Day: Seek confirmation from Trailer Duty Officer that all signs have been put out in accordance with Circuit Sign Map and a Race Circuit inspections (drive around) has been done to identify safety issues.</p>	
Register all cyclists to race including recording (or tick off) people names , verify and collect licence of each racer, collect race entry fees.	
<p>Conduct Rider Briefing on: welcome everybody, describe type of race, graded or category based, outline of race circuit, safety matters, basic race rules and race format</p> <p># Reminder of appropriate Race behaviour, etiquette and anything specific in this regard.</p> <p># Highlight observation of road/race rules is critical including 1) do not cross the centre line, 2) sprint in a straight line, 3) do not use wrong side of road fro race advantage and 4) never cross a double or single white line under any circumstances.</p> <p>(Say this)</p>	
Conduct Race Marshall briefing for marshals and riders summarising key signals, flags etc. (Say this)	
Ensure all riders are appropriately attired and equipment is acceptable (e.g. no Tri bars is the key one, must have a number and helmet). (Say this)	
Record incidents (if required).	
<p>Announce Race Captains (Note: ask the individuals before hand – preferably two per grade). These are riders who are racing who will also monitor rider compliance with road/race rules. They will be reasonable and will use a common sense approach.</p> <p># If a Race Captain advises Race Day Co-ordinator of a breach of rules or unacceptable behaviour the RDC will quietly advise the rider and issue a warning. If the rider has a second offence at a future race in the subsequent 12 months then they will be advised that the matter will be escalated to the Committee which may result in race suspension.</p> <p>(Say all this)</p>	
Make decision to cancel / call off race in the event of an incident (judgement to be made). Typically only safety issues (not weather) [If Applicable]	
Make decision on a race -related dispute. [If Applicable]	
Make decision to give a warning to a rider for inappropriate behaviour or contravention of the Rules and Technical Regulations of cycling. [If Applicable]	



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Record top ten places (rider numbers).	
Conclude Race with outline of results for all riders. (Say this)	
Thank volunteers (and other Rostered Members on Duty). (Say this)	
Ensure Race Tin and race records with money is taken home with them (for passing on to the next Race Day Co-ordinator). Total up \$ collected and ensure correct amount per number of racers.	

NEXT WEEKS VOLUNTEERS	NAME
Race Day Co-ordinator (RDC)	
Trailer / Signs	
Marshal	

NAME OF RACE DAY CO-ORDINATOR (Sign Date):

INCIDENT (RECORD IF APPLICABLE):
