



MOUNTAIN BIKE MODULE 4 – RACE SECRETARY & REGISTRAR



Purpose

The purpose of this module is to provide the Individual assigned to the position of Secretary with the necessary information and experience needed to provide efficient and effective duties. The module also covers the duties and work required at registration and serves as part of the training necessary for Level C Officials for advancement to Level A Mountain Bike Official.

Required reading

1. Current USA Cycling Rulebook
 - a. 1J9 Registration
 - b. 1C, 1D6, Licenses
2. *USA Cycling Race Officials Manual Part 4 Mountain Bike*
3. *UCI Practical Guide for Commissaires in MTB Events - Race Secretary*

Prerequisites

1. Level C Official
2. MTB Modules 1 through 3
3. Module Test (see Excel workbook)

Goals

After successful completion of this module, the Level C Official will be able to demonstrate the following:

1. Understand the concepts and terminology use for Registration and Licenses
2. Successfully complete the Race Registration paperwork including documenting of all licenses sold at the event.
3. Successfully package a race report on behalf of the Chief Referee/Commissaire.
4. Successfully deal with other racing license holder questions.
5. Understand the direct relationship between registration and results. The vast majority of results issues are directly related to a problem or issue at registration. Accurate registration results in better results!



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The purpose of this document is to show proof that the Level C Road Official has successfully completed each task required for mastery of the position as required for partial fulfillment for upgrade to Level B Road Official.

When completed, return this document to your local administrator officials' coordinator.

Name: _____

License #: _____ **Date:** _____

TASK TO BE COMPLETED	SUPERVISING OFFICIAL	DATE
Observed Secretary at Major Event	_____	_____
Organized Registration Area	_____	_____
Organized Registration Area	_____	_____
Sold Licenses (annual & One Day)	_____	_____
Prepared Race Summary Paperwork	_____	_____
Prepared Race Summary Paperwork	_____	_____
Prepared Race Summary Paperwork	_____	_____
Hotrot Hollow MTB Questions (last section – supervising official to check)	_____	_____



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HOTROT HOLLOW MTB RACE

Cat 1 men

6 Laps

racers reg. 28

racers on line 25

Lap 1	Lap 2	Lap 3	Lap 4	Lap 5	Finish
10 18:01	2 36:05	2 55:11	2 1:13:24	2 1:32:07	2 1:50:21
8	8	10	27 1:13:40	27 1:32:33	27 1:50:35
2	10	15	10	4	1 1:51:01
12	15	27	15	8	4 1:51:12
15	12	8	8	1	8
3	27	4 55:40	4	15	15
4	4 37:11	12	1	10	24
11	20	18	12 1:14:15	18 1:32:55	10
20 19:11	18	20	18	20	18 1:51:50
18	11	1	20	12 1:33:10	20
1	13	13	13	13	12 1:52:06
13	1	11 56:15	6	6	6
27	3 37:24	6	11 1:14:49	5	5
7	7	7	7	7 1:33:43	13
14 20:06	16	16	5	11	7 1:52:23
16	14	23	16	25	11
23	23	14 56:48	23	23	25 1:53:18
25	25	5	14	17	17
28	17 39:02	25	25	14	16 1:53:21
17 20:30	19	17	17	16	23
19	5	26	28 1:15:20	28 1:35:07	14
24	22	22	22 1:15:38	26 1:35:59	28 1:54:30
22	21	21	21	22	26 1:55:12
21 20:32	28 38:17	28	26	21	22
5 20:41		19 1:02:07	19 1:22:11		21
	24 41:15	24 1:07:09	24 1:24:17		

Use the Lap Report Grid (next page) to assist in answering the questions.

- Which rider probably had a mechanical? _____ Which lap? _____
- The timing service located at the end of the chute produced their top 10 as follows: 2, 27, 1, 4, 8, 10, 15, 24, 20, 18. The 80% zone reports they pulled # 19 on lap 5. Use this information and the scoring sheet above to produce a Preliminary Order of Finish in the right-most column on the Lap Report Grid. Include DNS, DNF, and number of laps down for any riders who were lapped. Indicate the finishing time for all other riders. Complete the information at the bottom of the page.



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Lap Report Grid – Event: _____ **Cat:** _____

Place a mark for each lap the rider completed.

Bib	Laps										Prelim Order		
	1	2	3	4	5	6	7	8	9	10	PL	Bib	Time
1											1		
2											2		
3											3		
4											4		
5											5		
6											6		
7											7		
8											8		
9											9		
10											10		
11											11		
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33											33		
34											34		
35											35		
36											36		
37											37		
38											38		
39											39		
40											40		

Starters: _____ **# Finishers:** _____ **# Lapped** _____

#DNS: _____ **# DNF:** _____ **# DSQ:** _____ **Official:** _____