



MOUNTAIN BIKE MODULE 8 – CHIEF REFEREE PAPERWORK



Purpose

The purpose of this module is to provide the Mountain bike Chief Referee with the necessary information required to do event reports. The module serves as part of the training necessary for Level C Mountain Bike Officials to advance to Level A Mountain Bike Official. It must be completed before accepting an appointment as Chief Referee of any Category A or B Mountain Bike event.

Required Reading

1. *USA Cycling Rulebook*, Chapter 1 - General
2. USAC Forms: <http://www.usacycling.org/news/user/story.php?id=91>
 - A. Membership applications**
 - a. [Rider and Official License Application/Renewal Form](#)
 - b. [Rider International License Application non-BMX Form](#)
 - B. Mountain Bike Rider Licensing**
 - a. [Mountain Racing Upgrades](#)
 - C. Insurance Forms**
 - a. [Event Insurance Information](#)
 - b. [Request for Certificate of Insurance \(Additional Insured\)](#)
 - c. [First Report of Occurrence](#)
 - d. [International Rider Accident Insurance Summary](#)
 - e. [Accident Insurance Claim Form](#)
 - D. Mountain Specific**
 - a. [Required Competitive Mountain Event Forms](#)
 - b. [Mountain Rider Protest Form](#)
 - c. [Mountain Event Entry/Release & One-day Member Form](#)
 - d. [Mountain Official's Report Form](#)
 - e. [Mountain Competitive Event Checklist](#)
 - f. [Mountain Event Organizer Evaluation of Official](#)
 - g. [Mountain Competitive Event Permit](#)
 - h. [Mountain Post Event Report & Payment](#)
3. USA Cycling *Schedule of Fees*
<http://www.usacycling.org/news/user/story.php?id=2727>
4. USA Cycling Mountain Biking Official's Report
<https://s3.amazonaws.com/USACWeb/forms/MTB-OfficialsReport.pdf>
5. *USA Cycling Race Officials Manual* – Part I Chapter 7

Prerequisites

1. Completion of Mountain Bike Modules 1-7
2. Officiate at least 10 days of racing in any discipline, 4 of which are to be mountain bike events.

Goals

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

1. Understand the procedures for completion of a post race summary



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2. Successfully work with a race organizer concerning post race paperwork and dialogue
3. Successfully submit and communicate with USAC concerning post race paperwork

Tasks to be completed

1. Assist an experienced Chief Referee with post event paperwork and dialogue with a race promoter.
2. Successfully fill out and submit (to the CR) any Rider Annual License Applications along with fees (if any) to USAC
3. Successfully complete and submit (to the CR) any Incident Reports, along with original waivers, to USAC
4. Successfully complete and submit to the CR a Chief Officials Report

Criteria for successful completion

1. Work with a Chief Referee (CR) at a mountain bike event as soon as you are assigned to the event. Have the CR instruct you in how to acquire and fill out all the required paperwork.
2. After the event, be in on conversations between the CR and the race organizer. Ask for a copy of the Event Checklist so you can evaluate the course and venue and get an idea of what goes into a post-race dialogue. Ask the CR, if you don't know or understand items on the Event Checklist.
3. Assist the CR and Secretary with the registration process as part of post-race dialogue/paperwork.
4. Be available to sell USAC Annual Licenses. Be sure to know the difference between a USAC road license and a USAC MTB license; know which international licenses are not applicable (they must have a picture, a UCI code and a national federation seal or logo). It is imperative to know what color stripe, across the license, is currently being used to differentiate it from an expired license. If possible, have the license fees handled by the race organization, and have them cut one check for the total amount at the end of the day. Make sure a junior has a parent or guardian signature as well as the junior applicants on the license application, or it will be sent back to the applicant, further delaying his license acceptance. (read the Secretary/Registration Module for further information)
5. When the event is over, assist the CR with gathering all the necessary paperwork needed to complete his post event report: (occurrence reports and original waivers to match; annual applications and money; protests and/or fines; results.
6. Go over the event, the good, bad, and ugly, with the race promoter. Make suggestions for next year. Remember, this event is the promoter's bread and butter, don't be a jerk if it didn't go well. Simply point out what went well and what can be improved. Think positive.
7. When you and the CR have debriefed with the promoter, collect all the associated paperwork, making sure the promoter will send in race results, electronically, in the proper format for USAC, go to a quiet place to do the CR Report. Have the CR involve you in the actual compilation of this report.



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

TASK TO BE COMPLETED	CHIEF REFEREE	DATE
Occurrence Reports	_____	_____
Annual License Sales	_____	_____
Race Results	_____	_____
Chief Referee Report	_____	_____
Race Organizer Debriefing	_____	_____
Officials Debriefing	_____	_____

When completed, please return to your Local Administrator Officials' Coordinator.