



## ROAD MODULE 10 – CHIEF REFEREE



### **Purpose**

The purpose of this module is to provide the Road Official with the necessary information required to be a Chief Referee at events. It includes the pre-race, day of, and post-race responsibilities. The module serves as part of the training necessary for Level C Road Officials for advancement to Level B Road Official and must be completed before a Level C Official can accept an appointment as Chief Referee of any road event.

### **Required Reading**

1. 2013 USA Cycling Rulebook
2. USA Cycling Race Officials Manual
  - a. Part I Section VII. Basic Duties of Chief Officials
  - b. Part II: Officiating road events
3. Appendix materials

### **Prerequisites**

- Level C Official
- Has officiated at least five races as an Assistant Referee
  - One of these must be as a Pit Referee for a criterium
  - One of these must be as a Follow Referee for a road race
- Has officiated at least three races as an Assistant Judge
- Has completed the customer service module and the assistant referee modules for the type of road event the official is about to be a chief referee of.
- Module Pre-Test (see next section)

### **Goals**

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

1. Review a race announcement for accuracy.
2. Determine the number and designation of officials needed for a specific event.
3. Meet with the race organizer to plan pre-race requirements.
4. Perform pre-race course inspections.
5. Hold effective pre-race officials' meetings.
6. Ensure registration is properly handled.
7. Understand the decision making processes that face the Chief Referee.
8. Understand how to manage some of the situations that may arise during an event.
9. Manage basic caravan set-ups.
10. Understand the different roles and post race duties of officials.
11. Understand who our customers are and work with the crew of officials.



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12. Understand the principles of providing post race service to all of our customers.
13. Understand the requirements the official needs to provide and complete prior to leaving the venue.
14. Be self-aware of one's demeanor and presence as an official when dealing with customers after the event.
15. Become a better communicator.

### Tasks to be Completed

1. Required reading.
2. Shadow a Chief Referee at least once, including working with them on pre-race preparation.
3. Demonstrate effective race day management skills at a Criterium.
4. Demonstrate effective race day management skills at a road race without team cars.
5. Demonstrate tactfulness and good customer service as an official (documented by observing official).
6. Using the attached form, perform the post-event self-evaluations of one's actions acting as a Chief Referee in training during one criterium and one road event. Review these evaluations with the Chief Referee, a senior official (RA or above) or local mentor.

### Criteria for Successful Completion

1. Complete the worksheets in this module.
2. Work with a Chief Referee on pre-race planning.
  - a. Observe pre-race communications between an experienced Chief Referee and the race organizer.
  - b. Observe pre-race communications between the Chief Referee and the officiating crew.
  - c. Assist the Chief Referee in pre-race planning.
3. Communicate in pre-race meetings: officials, race director, media, medics, results company, and police
  - a. Riders:
    - Pre-race instructions
    - Pulling lapped riders at a criterium
    - Talking to riders as necessary while a road race is in progress
  - b. Communicate with the officials in the pre-race meeting.



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- c. Communicate with the race director at the beginning of race day: registration, set-up of race vehicles, set-up of radio communications, etc.
  - d. Communicate with the EMT-medical team before the event, getting their contact information, clarifying any emergency procedures, and the process for completing insurance forms.
  - e. Communicate with results or photo finish company before the event to ensure they know your expectations.
  - f. Communicate with media as required.
  - g. Communicate and establish a rapport with local authorities as required.
4. Communicate with USAC customers: Officials, organizer, media, medics, results company, police, riders in post-race setting.
- b. Riders who committed infractions: Tactfully communicate to the rider.
  - h. Riders protesting results: Direct the riders to the Chief Referee or Chief Judge, as appropriate official for inquires.
  - i. Riders asking questions: Demonstrate positive skills while answering the multitude of rider questions that will come your way while you are busy doing your job.
  - j. Communicate with the officials after the event in debriefing.
  - k. Communicate with the organizer after the event in debriefing, collecting insurance fees and officials payments.
  - l. Communicate with the EMT-medical team after the event to determine if any occurrence forms need to filled out.
  - m. Communicate with results or photo finish company after the event for any relative issues.
  - n. Communicate with media as required.
  - o. Communicate with local authorities as required.
5. Post-Race Self-Evaluations: Copy and complete the Post Event Evaluation. Evaluate your performance as an official -- what went right, what went wrong, and what you could have done better during the event. Review with a senior official, the Administrator, or a mentor.



## Road Module #14 – Chief Referee -- Post Race Pre-Test



Prior to beginning the practical portion of this module, please complete the following pre-test and check your answers in the back.

### Part 1 – Multiple Choice and Short Answer

1. When may a race director hold a race that includes Category 5 riders and has a field limit of 100?
  - (a) If the race has been granted an exception to the field limit rule by the Regional Coordinator.
  - (b) If the race has been granted an exception to the field limit rule by the Chief Referee.
  - (c) If the race has been granted an exception to the field limit rule by the CEO of USA Cycling.
  - (d) If Category 4 women have entered into the event.
  - (e) Never.
  
2. An official who has not yet reached legal age in the state where a race occurs may officiate in which capacity?
  - (a) Referee
  - (b) Judge
  - (c) Registrar
  - (d) Chief Judge
  - (e) None of the above.
  
3. Field Limits have been set at 100. It appears from pre-registration that the men's Cat III race will be filled and more riders will request entries than there is space for. Working with the race director, what are some acceptable options?
  - (a) If there are just a few riders over the limit, let them ride.
  - (b) Create a waiting list. The day of the race, if pre-registered riders do not show up, let riders in from the waiting list, in order.
  - (c) If there are also races for women, juniors, and masters, have the race director prioritize the pre-registration in favor of the elite cat III riders first, and then junior, women, or master riders who want to also ride the elite cat 3 race.
  - (d) All of the above.
  - (e) (b) and (c) only.



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4. The placement of road course feeding stations should be:
  - (a) On the right side of the road.
  - (b) On an uphill grade, if it is a slight grade.
  - (c) On a section of the course that has a wide shoulder.
  - (d) (a) and (b) only.
  - (e) (a), (b) and (c)
  
5. The finish area for a road race should be at least 8 meters wide and the final \_\_\_\_\_ meters should be free of curves.
  - (a) 100
  - (b) 200
  - (c) 300
  - (d) 400
  - (e) 500
  
6. In a road race, feeding competitors is allowed:
  - (a) In specified “feed zones” by hand-ups.
  - (b) During fast descents.
  - (c) From support vehicles, with the permission of the Chief Referee.
  - (d) Anytime after the first 20 km.
  - (e) Both (a) and (c).
  
7. A criterium is:
  - (a) A circuit race.
  - (b) Held on a course entirely closed to traffic.
  - (c) Held on a course whose maximum distance per lap is 5 km.
  - (d) Not allowed in a Stage Race.
  - (e) (a), (b) and (c)
  
8. Among the acceptable course types for Individual Time Trials is (are):
  - (a) Out and back
  - (b) Circuit
  - (c) One way
  - (d) Figure 8
  - (e) (a), (b) and (c)



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9. Which of the following is **NOT** true concerning a Team Time Trial?
- (a) Only road bicycles may be used.
  - (b) Riders on the same team may push one another.
  - (c) No restarts are permitted.
  - (d) All riders on the same team must start in the same manner.
  - (e) The race regulations will specify which rider's time counts for the team.
10. You are the CR of an out and back individual TT, and you have eight officials assigned in addition to yourself. Draw up an assignment sheet by function.
- (a)
  - (b)
  - (c)
  - (d)
  - (e)
  - (f)
  - (g)
  - (h)
11. Same question, but you have only five officials in addition to yourself.
- (a)
  - (b)
  - (c)
  - (d)
  - (e)
12. A Chief Referee may **NOT** apply which of the following penalties:
- a) warning
  - b) fine
  - c) relegation
  - d) disqualification
  - e) 20 day suspension



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13. A one-day race may be started earlier than the time stated in the official race announcement when \_\_\_\_\_.
- a) a communiqué is published within an hour of the new start announcing the change
  - b) the announcer has announced the change over a public address system
  - c) all registered riders in the event have consented to the new time
  - d) all registered riders in the event have assembled
  - e) the organizer modifies the schedule after registration has closed
14. When may a rider benefit from his own misconduct?
- a) Never.
  - b) Never, except when the rider was fouled during the final sprint.
  - c) Never, except during the final kilometer of a stage race finish.
  - d) Never, except during National Racing Calendar (NRC) events.
  - e) While a train is passing through a level crossing.
15. If a rider appears to present a danger to the other competitors, at what point may that rider be disqualified, if at all?
- (a) Before the race begins.
  - (b) During the race.
  - (c) Before, during or after the race.
  - (d) Only when another rider or manager complains.
  - (e) Before or during the race.
16. The penalty for taking a short cut during a stage race and crossing the finish line as a competitor is \_\_\_\_\_.
- a) warning
  - b) relegation to last place in the main field
  - c) disqualification
  - d) disqualification, unless it can be shown that the rider did not take the short cut intentionally
  - e) a time penalty to be determined by the Chief Referee
17. As Chief Referee, if an Assistant Referee reports to you that a particular rider used "foul and abusive language" with him, you should \_\_\_\_\_.
- a) warn the rider that you will not tolerate such behavior in the future
  - b) relegate the rider two places
  - c) disqualify the rider
  - d) disqualify the rider and recommend him for suspension
  - e) tell the rider that he may not race next week



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18. Under which of the following circumstances may the Chief Referee of a race on Saturday prevent a rider from starting a race on Sunday of the same weekend?
- a) The rider was disqualified on Saturday for taking a short cut
  - b) The rider was disqualified on Saturday and Sunday's event is another stage of the same stage race as Saturday
  - c) The rider was disqualified for physically assaulting a competitor on Saturday
  - d) The rider was disqualified for an abrupt sideways motion on Saturday and the Chief Referee is recommending suspension.
  - e) Both b) and c)
19. No rider may make a motion that is \_\_\_\_\_ if it interferes with the forward progress of another rider
- a) slower than other riders
  - b) leftward
  - c) leftward or rightward
  - d) abrupt
  - e) downstream
20. All officials shall endeavor to uphold and enforce the regulations of USA Cycling and shall do so:
- (a) Wearing club/team clothing.
  - (b) Giving preference to a rider that is always in the top placings.
  - (c) Understanding that some riders are habitually "bad" and this should be taken into account when making decisions.
  - (d) In an impartial manner.
  - (e) In accordance with the race director's wishes.
21. The official's skill set should include:
- (a) Communication, Confidence, Motivation, Concentration, Tact.
  - (b) Communication, Arrogance, Focus, Temper.
  - (c) Confidence, Manipulation, Concentration, Comedy.
  - (d) Flexibility, Adaptation, Self-Importance, Emotional Instability.
22. Your customers at a bike race include:
- (a) Medics and local authorities.
  - (b) The race director, staff and results company.
  - (c) The racers and officials crew.
  - (d) The media and spectators.
  - (e) All of the above.



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23. If a rider wishes to protest the result of a single day criterium on the grounds that another rider did not hold a straight line in the final sprint, the protest must be lodged:

- (a) In writing, to the Chief Referee.
- (b) Within 15 minutes of the protesting rider's finish.
- (c) With a protest fee as specified in the Schedule of Fees.
- (d) With the Chief Judge within 15 minutes of the rider's finish.
- (e) (a), (b), and (c)

24. Which of the following is **NOT** a power of a Chief Referee?

- (a) To interpret and enforce the rules of USA Cycling.
- (b) To make rulings on any point not specifically covered by the rules.
- (c) To recommend a rider for suspension when serious infractions of USA Cycling rules are witnessed.
- (d) To overrule the Chief Judge when he has clearly made an error in determining the order of finish.
- (e) To supervise the general conduct of a race.

25. What do you need when filling out occurrence forms?

- (a) Permit number
- (b) Rider information and release
- (c) Race flyer
- (d) EMT's information
- (e) Local hospital
- (f) (a), (b), (d), and (e)



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### Part 2 – True or False

- \_\_\_\_\_ 1) Listening vs. hearing is the first key to successful communication.
- \_\_\_\_\_ 2) Leave immediately after the last rider crosses the finish line.
- \_\_\_\_\_ 3) My tone of voice can convey a different message than what I intend.
- \_\_\_\_\_ 4) A written protest allows the rider or coach to think through the problem carefully, present it with the rule they feel is applicable, and helps them to look at the problem more rationally and with less emotion.
- \_\_\_\_\_ 5) Re-stating the problem in my own words is a waste of time.
- \_\_\_\_\_ 6) A decision that affects one rider may have an effect on several or more of the riders in the race.
- \_\_\_\_\_ 7) It's important to identify the source of the problem and assign blame in order to provide good customer service.
- \_\_\_\_\_ 8) Other officials at the event may have records, information, or insight into resolving a problem.
- \_\_\_\_\_ 9) Giving a realistic estimate of the time needed to resolve an issue is part of providing good post race service.
- \_\_\_\_\_ 10) The customer is always right.
- \_\_\_\_\_ 11) Stick to the regulations, and only the regulations and you'll make the right decisions every time.
- \_\_\_\_\_ 12) Maintaining a safe, fair race for all riders and remaining consistent generally leads to a less stressful post-race experience.
- \_\_\_\_\_ 13) Maintain eye contact with person when listening.
- \_\_\_\_\_ 14) Be consistent in decision making process.
- \_\_\_\_\_ 15) Never contact organizer prior to showing up day of race
- \_\_\_\_\_ 16) Have all post-race paper work and forms.
- \_\_\_\_\_ 17) Be fully rested prior to the event and be ready for stressful day.
- \_\_\_\_\_ 18) A post-event debriefing with the race director is an important part of your post-event duties.
- \_\_\_\_\_ 19) Be a good representative to the sport and USAC.
- \_\_\_\_\_ 20) Be timely in completing your paper work.



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### Part 3 – Exercise in Delivery

Which of the statements in each of the pairs demonstrates the best approach to providing post service and dealing with post-race issues?

1.
  - A. You started without your number and you were not placed. We would like to place you, can you give us an idea where you think you placed.
  - B. No number, too bad, go away.
2.
  - A. Helmets are required while you're on the bike, even after you finish. It's a safety and liability issue.
  - B. No helmet on, you are getting a fine. Go away!
3.
  - A. The Chief Judge handles results protests.
  - B. Protests on order of finish need to be lodged with the Chief Judge at the Finish Line. She's really busy right now, but if you put it down on a note for her including your category, bib number, and where you think you placed, it will serve as a reminder for her to look at it.
4.
  - A. The promoter doesn't need to give you a refund!
  - B. The organizer has met his obligations in providing you a safe, fair race. I understand that you're not happy because you missed a turn on the course, but according to our rules, the responsibility of knowing the course ultimately lies with the rider. You are not entitled to a refund.
5.
  - A. You can't sign someone's waiver for them. They have to sign it themselves.
  - B. I'm sorry, but your teammate will have to personally sign the waiver. It's a legal document.
6.
  - A. You actually placed fourth in the sprint, but the Chief Referee has relegated you to the back of the bunch you were sprinting with. If you want to discuss it further, you'll need to speak with him. He's the tall guy over there with the white hat.
  - B. You were relegated for your bad riding behavior. Go home.
7.
  - A. You knew \$3 per rider fee is for insurance, just write the check.
  - B. You knew the requirements for the insurance when you applied for the permit. This should not be a surprise and you should be prepared to meet this requirement.



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### Part IV – Essay

#### What should you do or how would you handle each of the following situations?

1. When you get to the race, you find out that the prizes are not as announced.
2. When you arrive on race day of a road race you find there are no marshals.
3. There is no snow fencing or barricades, or there are other dangers that were unforeseen at the time of the course inspection.
4. The field limit has been met and there are more riders wanting to register for the race.
5. Riders have missed the start of their race.
6. You are informed by an assistant referee that a rider was seriously hurt and was transported to the hospital.
7. A group of four riders is away from the main field of riders, which is intact with only a few stragglers off the back. There is a closed railroad crossing. Indicate what should happen in each of the following situations:
  - a) The lead group of four riders gets through the crossing before it closes. The crossing stops the main group. You are following the main group of riders.
  - b) The lead group gets through the crossing, the crossing is closed when the main group reaches it but three riders sprint off the front of the field and run the closed crossing. The main group stops. What, if any, penalty is applied?
  - c) The lead group of four riders is stopped by the level crossing.



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8. The entire field is across the centerline on a road that is open to civilian traffic.
  
9. Riders go the wrong way on the course by fault of a police officer or a race marshal.
  
10. An unauthorized vehicle is on the course.
  
11. The finish area of a road race is in a city and is not secured.
  
12. One race is catching another. You are in a follow vehicle of the faster group.
  
13. There is no ambulance on site. The organizer has no medical emergency plan.
  
14. You realize your driver is very inexperienced and may be a danger to the riders.



## ROAD MODULE 10 – CHIEF REFEREE Pre-Race Planning – No Surprises!

Being the Chief Referee of an event means you are the manager of the officials and are to oversee the sporting aspects of the event. Therefore, it requires at least a basic understanding of what those other duties entail, and some experience in dealing with race incidents. By planning ahead, the Chief Referee can ensure the event runs smoothly and has a minimum of surprises to deal with on race day. Let this be your mantra: “No surprises!”

This module will give you some of the necessary tools and training to prepare for your first race as a Chief Referee.

*Read the Officials Manual Part I Section VII. Focus especially on the duties of the Chief Referee.*

### **Contact the Race Director**

You’ll need to get the contact information for the race director. Generally this can be found on the USAC web site by going to “Events – Event Search”. This will also tell you if your race actually has been permitted by USAC. The information here assumes that you are chiefting a USAC permitted event and not an unpermitted event or an event permitted by another organization. Until the permit is issued, you cannot be sure that the race is truly a USAC race. This becomes very important should legal issues arise.

You will want to discuss the following with the race director:

- Your review of flier or technical guide/race bible
- Course details
- Race vehicle set-up (RR’s)
- Non-owned/Hired auto and moto insurance
- Registration details and bib numbers/category
- Results and camera crew (is there one?)
- Waivers and Releases
- Medical plan
- Managing race director fantasies
- Other

### 1. Review of flier or technical guide/race bible

Check the Race Announcement (see Appendix A – Sample Event Announcement

Appendix A provides you with a sample race announcement with some of the items that should appear in every race announcement. It is only a guide, but can serve as a free-form template for race directors looking for guidance. Although the race announcement should have been approved in advance by the Local Administrator, the Chief Referee should still review the race announcement for accuracy and whether the proposed events are practical. By reviewing the race announcement, you’ll touch on a lot of bases in the planning phase.

- Pay particular attention to the items listed in *USAC Policy VI under Race Announcements*.
- Ensure there is a viable medical plan.



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- Is there a web site in addition to the official race flyer? Make sure the information matches up!

### 2. Course details

Look at the course map, if there is one. Think of the course from a racer's perspective. When a racer arrives at an event, what will they look for?

- Parking
- Registration
- Port-o-lets
- Start area
- The Course:
  - How technical is it?
  - What is the profile/terrain?
  - Where is the pit?
  - What kind of closure is there? (criterium: complete closure; road race: closed to traffic, rolling enclosure, or open road with centerline enforced)
  - Is the road course a circuit with laps or is it point-to-point?
  - Where is the finish line?
  - Is there complete road closure for the final 200 meters?
- Will there be lead and follow vehicles? Who is driving them, and how many?
- Has the insurance been purchased for the vehicles?
- Is there neutral support, and if so, where is it and what are the rules for support?
- Where is medical services/first aid?
- Who is responsible for filling out occurrence reports?
- Where is junior gear roll-out located?
- Have volunteers filled out the volunteer waivers?
- Who is responsible for getting volunteer waivers filled out?

### 3. Race vehicle set-up (RR's)

If you've been assigned to a road race, ensure you have a minimum of one follow vehicle for each category on the course, unless it's a circuit completely closed to vehicular traffic of any kind. Some states have additional requirements for lead vehicles, follow vehicles, radios, corner marshals, and flaggers.

Has the race director arranged for a dedicated driver of each vehicle? Ask for the names of the drivers! Do they have a current driver's license?

### 4. Registration details and bib numbers/category

Is there pre-registration for the event? What kind of participant numbers do they anticipate?

Ensure the race director uses the USAC Release Waiver for the current year, as has been provided to him in the race packet he received from USAC. Discuss the set-up of the Registration area with him. Is there a plan to handle a large number of riders all at



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one time? Suggest he dedicate one line to “packet pick-up” for riders who have pre-registered, and additional lines broken down by start time (road race with multiple waves) or broken out by last name (A-G, H-M, N-Z, for example).

Make sure the race director has the rider release waivers filed in a system where it will be easy to pull a waiver at the end of the day, if necessary. They should be filed either by Category/Name or by Bib number. Note that if the event is using USA Cycling’s online registration system, no hard copy waivers need be filled out for pre-registered riders.

What is the plan for the bib number distribution? Are there season numbers assigned, or is the race director purchasing numbers specifically for this event? If you have the opportunity to assist in designating bib numbers by category, work with the Chief Judge on the plan. Try to keep it so there are no two overlapping last 2 digits in a given field of riders. For example:

1. Cat 5 Men: 550-599 (field size may not exceed 50 riders!)
2. Cat 4/5 Men: 401-499
3. Women 3/4: 501-549, Jr A=251-270, Jr B = 271-285, Jr C =286-299
4. Men 3: 301-399
5. Women 1-2-3: 201-249
6. Men 1-2-3: 1-99

### 5. Results and camera crew (is there one?)

Your Chief Judge will need to have this answer from you. How are results to be handled?

- Is there a results company to assist the Chief Judge? What are they contracted to do? How can the Chief Judge contact them?
  - Finish camera? What type (film, Finish Lynx, video camera and TV)?
  - Transponders?
  - Compilation of electronic results.
  - Computers and printers?
  - Generator?
- Will the Chief Judge be required to do manual results? This will require additional judges to allow for the extra time needed.
- Where is the Results posting board located?

### 6. Waivers and Releases

In addition to the rider waivers and releases, the organizer receives other releases for their volunteers and staff. Make sure they have these signed by every person working the event!

Did they get permission to hold the race from the proper jurisdiction(s)? Has the race director arranged for insurance to cover the race vehicles (cars and/or motors)? This is optional, but provides the organizer with liability insurance. Note that in the event a race director does not purchase the insurance for a vehicle, the race director is not covered



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by any liability insurance for any claim coming due to the presence of that vehicle. The driver of the vehicle is also not covered by anything other than his own driving insurance, which may or may not cover anything for a vehicle used for this purpose.

### 7. Medical plan

This item is especially critical for you to review. What is the medical plan? What if there is a life-threatening emergency? How long will it take to get an ambulance on-site? Have the local hospitals been contacted? (If hospitals know there is an event taking place, they will ensure they have an ambulance on call!) At a minimum, there should be a dedicated person who is certified in first aid.

### 8. Managing promoter fantasy

“Race Director Fantasy” is a term used to describe the race director who wants to please all of the riders, offer a race for every category imaginable, and still use the minimum number of race officials for the event. They provide unrealistic schedules, don’t allow proper time between categories (for example, five minutes between criteriums is not sufficient!), combine events to get the categories they want in one race day, and still expect fast, flawless results from the judging crew with no chip timing and no photofinish camera.

If you’re appointed to an event that looks like it’s unrealistic for the crew to handle, it probably is! Ask the race director what it is they are trying to accomplish with their event. What are their goals? Also discuss with the local association, since they should have approved the permit for this event. What are the options to make the event work?

- CANCEL some of the categories and revise the schedule?
- COMBINE some of the categories and prize lists?
- ADD SUPPORT in the form of more officials, more race vehicles, more registration and venue volunteers, more police, more everything?

As you can see from these questions, if you waited until the morning of the event to notice the unrealistic nature of the schedule, it would be too late to do anything about it. The earlier you are involved, the easier it is to make minor course corrections that will pay big dividends later.

### 9. Contact the Race Officials

Contact your officiating crew. Prepare an invoice for the race director. You can download a standard invoice from USAC. When you prepare your invoice for the officiating fees, you’ll need to base the rate structure on the race category. The race category is determined by the highest prize list paid to any *one* race category. It is *not* based on the full prize list. Check the current *Schedule of Fees* to determine the race category.

If you’ve done your pre-race work thoroughly, come race day you’ll have *no surprises!*





## ROAD MODULE 10 – CHIEF REFEREE Workbook



### Chief Referee Check List for Papers to USA Cycling

Event: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Date: \_\_\_\_\_

1. Chief Referee Report \_\_\_\_\_
2. Competitive Event Check List \_\_\_\_\_  
(Completed and signed by Chief Ref)
3. Post Event Payment Report \_\_\_\_\_, with Promoters Signature \_\_\_\_\_
4. Insurance Check \_\_\_\_\_ Surcharge is \$3.00 per rider, per day – Check made out to: USA Cycling, Inc with permit number on check.
5. One Day License Forms & Payment \_\_\_\_\_
6. Annual License Forms & Payment \_\_\_\_\_
7. Occurrence Reports and Signed Release Forms \_\_\_\_\_
8. Emergency Plan
9. Penalty forms or fine forms
10. Record form

**The above forms are located on USAC Official webpage - under the USAC forms link**

Results \_\_\_\_\_ (not necessary if posted online)

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Make sure that the organizer gets their copies of all forms that they require.

Make sure you file all your reports to USAC are filed in a timely manner with proper fees.



## ROAD MODULE 10 – CHIEF REFEREE Task Completion



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.

TASK TO BE COMPLETED	CHIEF REFEREE or Administrator	DATE
Work with a Chief Referee on pre-race planning: _____	_____	_____
Observe pre-race communications between an experienced Chief Referee and the race director.	_____	_____
Observe pre-race communications between the Chief Referee and the officiating crew.	_____	_____
Assist the Chief Referee in pre-race planning.	_____	_____
Demonstrate Effective Management of a criterium	_____	_____
Demonstrate Effective Management of a road race	_____	_____
Complete Self-Evaluation	_____	_____

**When complete, please return to the [National Technical Commission member from your region.](#)**



# ROAD MODULE 10 – CHIEF REFEREE Task Completion



## Post-Event Evaluation

Date: \_\_\_\_\_ Official: \_\_\_\_\_

Event: \_\_\_\_\_ Type: \_\_\_\_\_ Category: \_\_\_\_\_

Position Worked: \_\_\_\_\_ Chief Referee: \_\_\_\_\_  
(signature)

In which area(s) did you demonstrate tactfulness and good customer service?

- Registration  Riders in the pit  Riders protesting results  Riders asking questions

Rate each of the following on a scale of 1 to 5, 5 being highest possible.

<b>Personal</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
Appearance:	<input type="checkbox"/>					
Attitude:	<input type="checkbox"/>					
Attentiveness:	<input type="checkbox"/>					
Tact:	<input type="checkbox"/>					
Guidance:	<input type="checkbox"/>					
Body Language:	<input type="checkbox"/>					
Selling Skills:	<input type="checkbox"/>					
Problem Solving:	<input type="checkbox"/>					

<b>Procedural</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
Timing:	<input type="checkbox"/>					
Accommodation:	<input type="checkbox"/>					
Anticipation	<input type="checkbox"/>					
Communication:	<input type="checkbox"/>					
Organization:	<input type="checkbox"/>					
Supervision:	<input type="checkbox"/>					
Supervision:	<input type="checkbox"/>					
USAC Report forms	<input type="checkbox"/>					

Customer Service Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# ROAD MODULE 10 – CHIEF REFEREE Task Completion



## Post-Event Evaluation

What went well for you during the event?

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What went wrong for you during the event?

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What can you do to improve the situation for the future?

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\_\_\_\_\_  
Official (print)

\_\_\_\_\_  
Chief Referee or Mentor (print)

\_\_\_\_\_  
*signed*

\_\_\_\_\_  
*signed*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# ROAD MODULE 10 – CHIEF REFEREE

## Appendix A – Sample Event Announcement

### Event Title

Presented by Sponsoring club(s)  
USAC Permit Sponsoring club(s)

### Series or other information

Event Location (City, State)  
Select a date.



**Regulations: All USA Cycling regulations apply. Centerline rule is in effect for all categories and will be strictly enforced.**

### Schedule of Events

Start Time	Category	Type	Distance	Entry Fee	# Places	Prizes \$Cash/\$Mdse	Primes	Field Min/Max
10:00am	Juniors C/D*	Crit	30 min	\$xx	3	\$200/\$50	\$30	10/50
12:00pm	Men Pro-1-2	RR	88 mi.	\$xx	25	\$5000/\$50 0	n/a	150

**Juniors:** Enter notes on who is eligible to enter specific categories. Junior gear restrictions apply to all juniors even if they are racing in category rather than age. Roll-out will be located at [Click here to enter location](#) and if before and/or after event. Races are included in Juniors NW LAJORS Regional Racing Series and in the ASSOCIATION Junior Race Series.

**Registration & Surcharges:** Online registration at [online address](#) opens [Click here to enter a date](#) and closes midnight on [Click here to enter a date](#). A \$\_\_\_ surcharge will be added to online entries. Mail-in registration must be postmarked by [Click here to enter a date](#). Mail to: **add mailing address** . A late fee surcharge of \$\_\_\_ will be assessed for entries received after midnight on [Click here to enter a date](#). Late registration is available on race day and closes 40 minutes before the start of each event. The entry fee includes \$3 per rider per day for USA Cycling insurance. A current year USA Cycling Rider Waiver and Release form must be signed by the participant and, if under 18, by the parent or legal guardian. Other surcharges: [Enter text](#).

**License:** To enter any race for Men Cat 4 and above or Women Cat 3 and above an USAC annual license must be presented. Purchase online at [USACycling.org](http://USACycling.org) (not for sale at the race). All beginners (Cat 5 Men, Cat 4 Women) may race on one-day license. Pro/1/2 categories must have annual USAC or UCI-affiliated license. Canadian or Mexican riders must purchase one-day license or present proof of out-of-country insurance. One-day licenses are \$10, available at the race.

**Numbers & Placement:** ASSOCIATION numbers will be used. The officials request that both bib numbers be clearly visible placed parallel with your jersey's side seam on the back and above the pockets. Frame number should be attached per ASSOCIATION instructions. Examples of proper placement: <http://gcracingllc.com/numberplacement.aspx>. Rental numbers are available for a \$10 fee (\$5 refundable). For out-of-state riders a \$5 number deposit will be assessed.

**Course Description:** [Click here to enter course description or event information](#). Course maps and profiles can be found at [www.MapMyRide.com](http://www.MapMyRide.com) or other link(s) where maps are posted.

**Wheel Support:** Neutral service for Men P-1-2 is provided by ACME. All other categories are team wheels in/team wheels out. The organizer is not responsible for wheels or equipment left at the race.

**Medical/First Aid:** Enter description of location and type of medical services at the event.

**Results:** Results are provided by [Enter name of service](#), if applicable and will be posted at [Enter posting location](#). Results become final 15 minutes after posting. Questions concerning results should be directed to the Chief Judge at the Finish line. Final results will be posted on-line at [Enter link to on-line results location](#).

**Directions to Start:** Enter directions and maps.

**Contact:** Enter race organizer name and contact information.

**Sponsors:** Enter names of sponsors, or add logos.



# ROAD MODULE 10 – CHIEF REFEREE

## Appendix B – Pre-Qualification Race Announcement

### Regional Events

Event name:  
 Permit #:  
 Promoter:  
 Email:  
 Phone:  
 Mobile:  
 Date appointed:  
 Date promoter first contacted:

### **Pre-Race Check List**

Permits

Y N #

Y	N	#	
			Permit received
			Categories verified permit to announcement
			Prize list verified
			Prize list distribution reviewed
			Road permits issued (ask to see a copy)
			Competitive Event Checklist reviewed with organizer
			Third party insurance requested
			Insurance for motors requested (\$100/motor/day)
			Insurance for automobiles requested (\$25/vehicle/day)
			Washington (WSDOT) regulations reviewed by organizer

Announcement

Y N #

Y	N	#	
			Permit # listed
			Statement: All USAC Regulations apply
			Race location and directions to courses
			Table: Categories, Start Time, Distance (& Laps), Places, Prizes, Fee
			Cash and merchandise values separated
			Registration time and deadlines
			Field minimums/maximimums
			“All 3 numbers required” (exception: TT)
			Type of wheel support: neutral, wheel lottery, wheels in/out
			Web site matches printed fliers
			Course maps available
			Organizer contact information
			Date approved by CR



## ROAD MODULE 10 – CHIEF REFEREE

### Appendix B – Pre-Qualification Race Announcement

#### Course

Y N #

Y	N	#	
			Review pre-race course inspection notes (esp. new course)
			Course residents notified
			Total closure (crits)
			Centerline rule (Road/TT) in effect
			Rolling closure per WSDOT regulations
			Rolling closed roads provided by police support
			Roads completely open to traffic
			Obstacles: Railroad crossings? Number & location
			Obstacles: Cattle grates? Covered?
			Final 200 meters closed to traffic

#### Medical Plan

Y N #

Y	N	#	
			Written plan for emergencies
			Medical tent clearly marked with red cross
			Medical tent staffed with qualified persons & equipment
			Ambulances
			Hospital contacted
			Remote parts of course accessible to contacting emergency staff

#### Officials

Y N #

Y	N	#	
			Number of officials identified
			Road: CR, CJ, plus at least one per category
			Floating motor referee
			Crit: CR, CJ, AJ, one per pit minimum (motors optional)
			TT: CR, CJ, AJ, ST, Turnaround minimum; add 2 AJ if many starts @ 30"
			TT volunteers: holder, caller, 2 whips, results runner
			Invoice estimate provided to organizer
			Food and <b>water</b> provided for officials by promoter (required)
			Officials contacted
			Officials briefed in their duties
			Pre-race meeting time set and communicated to officials



# ROAD MODULE 10 – CHIEF REFEREE

## Appendix B – Pre-Qualification Race Announcement

### Volunteers & Support

Y N #

Y	N	#	
			Number of marshals for corners
			Drivers identified (lead/follow/support)
			Registration staff
			Course set-up staff
			Certified flagger on staff
			Course “Technical Director” identified
			Dedicated camera operator identified
			Meals/drinks provided
			Volunteer waivers signed by all
			Auxiliary insurance for drivers?
			Awards distribution and timing
			Awards ceremony?

### Registration

Y N #

Y	N	#	
			Prize list distribution posted
			Sufficient staff
			Well organized
			Waivers on site (must be unaltered current year USAC waiver)
			Person to check licenses identified (should be an official; not always practical)
			One-day license sales person identified

### Communications & Equipment

Y N #

Y	N	#	
			Sufficient hay bales/padding
			Radios ordered (all positions, extra batteries)
			Spider microphones requested for motors
			Finish line staging truck on site (elevated platform)
			Finish line chalk or tape
			Cones to mark sprint lines/obstacles
			Podium
			PA system
			Power source identified
			Elevated and covered platform area for judges
			Lap board and bell
			Sufficient port-o-lets at Start and Finish

### Signage

Y N #

Y	N	#	
			Signs directing participants to Start/Parking?
			Start, Feed Zone, 1K to sprint lines, 200 M to sprint lines, sprint locations, 1K to Finish, Finish, Registration, Medical (minimum)
			Directional signage (RR, TT) clearly marked
			Parking restrictions posted ## days prior to event (city)



## ROAD MODULE 10 – CHIEF REFEREE

### Appendix B – Pre-Qualification Race Announcement

			Course hazards clearly marked
--	--	--	-------------------------------

#### Results & Numbers

Y N #

			Results contracted out (identify person responsible)
			Electronic results
			Hand written results
			Cameras available
			Posting area adequate
			Season or Association numbers
			If no, then order of sequences correspond to categories
			Use “#00” as a last resort; start with “#01” (#=100’s digit)
			Avoid duplicate last 2 digits in a group when possible
			Frame numbers used
			Two body numbers (except TTs) required

#### Road Races

Vehicles

Y N #

			Number of cars for event (lead, follow, support per category)
			Drivers have valid driver’s license (list of drivers per race)
			Promoter insurance for vehicles (through USAC)?
			Motorcycle insurance for promoter (optional)
			Support vehicles for each race?
			Licensed mechanics
			Sag or sweep vehicle

#### Marshals & Course security

Y N #

			Major intersections marshaled
			Radios for each corner
			Certified flagger (name)
			Business locations marshaled (e.g. parking lot exits)
			Police present?

#### Time Trials

Y N #

			“Time of day” clock at the start
			Electronic timing?
			Starting ramp
			Covered Start and Finish Areas
			Table & chairs for judges
			Scale & Jig needed?
			Start intervals
			Start orders posted in advance and teams separated?
			Start on “time of day” (not “first rider off at 0:01”)



# ROAD MODULE 10 – CHIEF REFEREE

## Appendix B – Pre-Qualification Race Announcement

### Criteria

Y N #

	Y	N	#	
				Number of pits
				Location of pits
				Course length
				Number of corners



# ROAD MODULE 10 – CHIEF REFEREE

## Pre-Test Answer Key



### Part I

1. c
2. b
3. e
4. e
5. b
6. e
7. e
8. e
9. b
10. Time trial assignments for 8 officials
  - a) Starter
  - b) Stager
  - c) holder
  - d) Chief Timer
  - e) Timer
  - f) Turnaround
  - g) motoref
  - h) rollout referee/course referee
11. Time trial assignments for 5 officials
  - a) Starter
  - b) Chief Timer
  - c) Turnaround
  - d) Stager
  - e) motoref
12. e
13. c
14. a
15. c
16. c
17. d
18. e
19. d
20. d
21. a
22. e
23. e
24. d
25. f

### Part II – T/F

1. T
2. F
3. T
4. T
5. F



## ROAD MODULE 10 – CHIEF REFEREE Pre-Test Answer Key



- 6. T
- 7. F
- 8. T
- 9. T
- 10. F
- 11. F
- 12. T
- 13. T
- 14. T
- 15. F
- 16. T
- 17. T
- 18. T
- 19. T
- 20. T

### Part III – Delivery

- 1. A
- 2. A
- 3. B
- 4. B
- 5. B
- 6. A
- 7. B

### Part IV -- Essay

1. When you get to the race, you find out that the prizes are not as announced.

If the prizes are more than announced, make a note in your report to USA Cycling as some of the permitting is based on the level of the race, which for road, track, and CX is based on the prize list. If the amounts are less, tell the race director that he is responsible for providing the prizes that were announced. If he does not rectify the situation, report the underage to USA Cycling, who will decide whether to permit the race in the future.

2. When you arrive on race day of a road race you find there are no marshals.

Do what can be done to acquire marshals. Depending on the state, marshals may have to be certified flaggers in order to be legal, but maybe not. If the course cannot be made safe or modified such that it is safe, you will have to cancel the event.

3. There is no snow fencing or barricades, or there are other dangers that were unforeseen at the time of the course inspection.



## ROAD MODULE 10 – CHIEF REFEREE Pre-Test Answer Key



Work with the race director to find a way to fix the course. Delay the start until it is safe. If it cannot be made safe, cancel the event.

4. The field limit has been met and there are more riders wanting to register for the race.

Tell registration to start a waiting list. Check for pre-registered riders who do not show up and give the extra slots away for missing riders. Another option is to split the fields and the races in half and run two races instead of one, if and only if the event has the man and equipment power to do that

5. Riders have missed the start of their race.

Hopefully this is not because you started it early. If the race did not start early and riders missed the start, they can sign up for a different race that day if they are eligible. If it is a road race they can chase. If it is a criterium where lapped riders are being removed, they cannot start as they would undoubtedly be lapped.

6. You are informed by an assistant referee that a rider was seriously hurt and was transported to the hospital.

Make sure you get an occurrence report filled out for the rider. Get his signed waiver from registration. Fax both to USA Cycling that day as well as to the insurance carrier given at the top of the occurrence report. Confirm which hospital the rider went to in case you have to tell family members where to find him. Contact the rider's friends, family, or teammates to make sure someone knows what happened.

7. A group of four riders is away from the main field of riders, which is intact with only a few stragglers off the back. There is a closed railroad crossing. Indicate what should happen in each of the following situations:

- a) The lead group of four riders gets through the crossing before it closes. The crossing stops the main group. You are following the main group of riders.

Do nothing. The race continues for those that got stopped when the gates open. (Caveat – if the situation gets ridiculous, such as 30 minute delay, you do have the option to neutralize or otherwise handle the situation)

- b) The lead group gets through the crossing, the crossing is closed when the main group reaches it but three riders sprint off the front of the field and run the closed crossing. The main group stops. What, if any, penalty is applied?

The three riders who crossed are disqualified immediately. The race continues for everyone else.



## ROAD MODULE 10 – CHIEF REFEREE Pre-Test Answer Key



c) The lead group of four riders is stopped by the level crossing.

It depends on the time gap. If the four leaders had 30 seconds or more, the race is neutralized and restarted with the break getting their time gap back before restarting the field. If the gap was less than 30 seconds then no compensation is given.

8. The entire field is across the centerline on a road that is open to civilian traffic.

Stop the race. Tell all of the riders that you will try restarting and giving them another shot at it. If that happens again, cancel the race.

9. Riders go the wrong way on the course by fault of a police officer or a race marshal.

Try to get the riders back on course as quickly as possible. While the rider will not be penalized for their error, which they did not cause, they also cannot be given any time back, so they will be losing time as long as they are off course. They have to return to the point of departure and not cut the course.

10. An unauthorized vehicle is on the course.

Use whatever law enforcement capability you have to remove the unauthorized vehicle. If you cannot and the vehicle is presenting a danger, neutralize the race. Find out who is in the vehicle and see if it is really race related, such as a parent or teammate of someone in the race. Inform such a driver that his actions could cause the penalization of the person in the race.

11. The finish area of a road race is in a city and is not secured.

You have to decide if the finish is secure enough to finish or not. If it is not, stop the race prior to them getting to the city. Set up a temporary finish line outside of town and inform the riders of the new finish line.

12. One race is catching another. You are in a follow vehicle of the faster group.

Leave the group you are with and proceed up to the slower group. Prepare to neutralize the slower group so that the faster group can go by, using yourself and any other marshals or officials available. (Caveat – take into account where in the race this is happening. The slower



## ROAD MODULE 10 – CHIEF REFEREE Pre-Test Answer Key



group may have 4 miles to the finish while the faster group is 10 miles into a 100 mile road race. In that case, you might want to neutralize the faster group until the slower one finishes)

13. There is no ambulance on site. The organizer has no medical emergency plan.

There is no default medical plan for USAC races, but there must be some plan. There is no requirement of an ambulance on site, but there should be the ability to contact an ambulance. In a limiting case where there is no EMT, no ambulance, no first aid, nobody who knows first aid, not cell coverage, etc, you may have to consider delaying the race until the race director acquires medical capability

14. You realize your driver is very inexperienced and may be a danger to the riders.

You can try to switch drivers. You can take the car off the course altogether, or you could drive the vehicle yourself. Be aware of whether the race director has purchased the auto insurance for the vehicles, as you should never drive a vehicle in a race that does not have that insurance.