



# Chief Judge's Checklist

3/25/11

## Pre-Race Preparation: General

- Check ACA website @ 45/30 days prior for race flyer; verify separate start times = separate race = separate prize list; note field limits, registration opening and closing times, BAR/BAT status
- If online registration, confirm categories match flyer
- If online registration, confirm that combined categories register separately, combined age groups register separately, and that juniors age and gender are noted
- Contact Chief Referee (not the promoter) with questions
- Determine if CR or promoter will have rider database
- Coordinate with CR to assess promoter's experience with registration requirements in general, and NCR form requirements specifically
- At CR's discretion, work directly with promoter to insure registrars understand license check procedures and NCR form fill-in
- If an announcer will be present, insure a start list and podium places will be provided to them
- If chip timing will be used, chip technician + officials + announcer need to be located near each other
- Supplies stocked: nametag, paper + pen, stopwatches + batteries, hydration + food/snack, painter's tape for posting results, sunscreen + hat + sunglasses, clothing/blankets for inclement weather + turkey bags, race flyer, CJ report form if not filing online, rulebook

## Pre-Race Preparation: Additional for Time Trials

- Start interval, gap between categories
- Timing company or hand-calculated results (if by hand, verify start list has efficient format/space for subtraction calculation)
- Start lists needed: CR, CJ, whip, starter, AJ, turnaround, # caller
- Runner for starter's notes → judges
- # caller with radio, chair and shade?

## Pre-Race Preparation: Additional for Criteriums

- Printed prime list, by category, in order of distribution?
- More than 1 category on course at same time competing for separate prize lists need separate number series with last two digits not duplicated
- If chip timing used, must have radio to/from pit

## Pre-Race Preparation: Additional for Road Races

- Separate number series for groups on course at same time
- Logical number assignment, i.e. if a number series is split across 2+ categories, they should not finish together

## Pre-Race Preparation: Additional for Hill Climbs

- Pre-reg. only if difficult to get start lists to finish
- Logical number assignment (see crit)
- Verify results posting location: top or bottom?

## Pre-Race Preparation: Additional for Cyclocross

- More than 1 category on course at same time competing for separate prize lists need separate number series with last two digits not duplicated
- If chip timing used, must have radio to/from pit
- Verify judge's stand and riders numbers on LEFT
- Cold weather: room for vehicle for judges?

## Pre-Race Preparation: Additional for Omniums

- Check that results company has points tables
- Determine if riders wear the same number every event, or get a new one each event
- Know tie-breaker rules if different from rulebook

## Pre-Race Preparation: Additional for Stage Races

- Read technical guide for race!
- Be familiar with scoring details: bonuses/penalties for each stage, special competitions (i.e. KOM, points), tiebreakers if different from rulebook
- Results company to generate sign-in sheets for each stage
- Verify quiet workspace with copier available
- Verify large area to post results
- Plan number of copies needed: posting after race, posting at start of next stage, CJ file, CR each stage + GC for AR's for road stages, announcer, media, promoter

## Race Day

- Arrive 1 hour prior to start
- Check-in with CR
- Check-in with promoter
  - obtain prime list if crit
  - identify sweep vehicle if road race
  - identify where results will be posted
- Check-in with head registrar and get name
  - Review registration procedures
  - Meet registration/results runner, discuss duties and punctuality
- Check-in with results company
  - inspect finish area for table, chairs, elevation, shade, lack of obstructions in vision field, port-o-let location, lap cards and bell; notify CR if any are lacking
- Obtain/check radios, if issued
- Check in with announcer, if present
- Note location of medical

## During Race

- Review reg. sheets → check for duplicate numbers
- Keep riders totals
- Note number problems (i.e. hair, wrong side, etc.)
- If chip timing, keep technician informed of riders receiving free laps
- File motor ref reports, if received

## Post Race

- Provide CR with rider totals
- Insure all protests were resolved
- Insure complete results to be e-mailed, faxed, or sent to ACA
- Submit CJ report to ACA within 48 hours (check with Yvonne for license issues)