

	<b>Masters and Ladies Cycling Club</b>  <b>Registration Duty</b>	Document Date: August 2007
		Review Date: July 2008
		Document Status: Approved

Report to the Race Organiser at the Trailer at the race venue 45 minutes before the start. You must have your cellphone with you, charged and on. Please make sure you have enough time to complete your duty properly; until the end of the event.

#### Equipment to be collected from the Organiser:

- Finish Card Boards
- Starter pack
- Cash box

Remember to return these items to the Organiser before you go home

#### What must I do at Registration?

Assist the Organiser with unpacking the trailer, setting up the shelter, putting out tables and finish card boards etc, so that you are ready to assist members/visitors 30 minutes before the start of the race.

#### Members:

- If a member has forgotten his/her cloth number, a visitor's number will have to be issued for the rider to wear. Cross-reference the member's temporary number on his/her plastic finish card; cross-reference the member's name on the visitor form carrying the visitor number. The cardboard finish card remains stapled to the substitute number and is not used.
- Hand to members any documentation etc placed at registration for collection, eg starter packs.
- Make a note on your copy of the marshal list of any changes in starting group. If a member wants to start with a higher group, no problem. If he/she wants to start with a slower group refer to Chairman or any Seeding Committee member present.

#### Visitors:

- Males MUST be no less than 30 years old on 30<sup>th</sup> June following. Ladies of any age over 10 may ride, but make sure if very young

she is accompanied by a responsible adult who **must not interfere** with the race – instruct adult accordingly.

- All visitors (or responsible adult) MUST fill in the temporary membership form – NOTE date of birth and signature must be completed.
- You must write visitor's group on the form AND name and group on the finishing card.
- To ascertain group, check racing speed against chart. When in doubt put into D Group.
- Inform the visitor that the finish card should remain on the cloth number until the finish when it must be handed to the card collector.
- Request the visitor to return the cloth number after the race.
- Make sure that visitors are aware they don't win anything (unless a special event) and encourage them to join the club.
- Visitor must pay R50,00; you will be responsible for the cashbox
- Remind visitor to check the route on the board, marshals are there to control traffic only.

**Make sure that all anomalies such as changes of Group, riders starting in wrong group because late, rider too late to collect finish card etc., are written down and advised to Organiser.**

#### Other responsibilities the organiser may ask you to take care of:

- Security at the venue while the riders are out on the course - many people leave belongings in the trailer including keys, cellphones, clothing etc.
- Payment of the medic; envelopes are in the cash box showing the time periods to be paid for. Medic must sign the book.

#### EMERGENCY CELL PHONE WITH RACE ORGANISER

**076 570 4636**