



INTRODUCTORY GUIDE FOR COMMISSAIRES

ROAD – TRACK



INTRODUCTION

This document is intended for the use of Centres and Clubs to assist with the development of officials. It is the first step towards the national commissaire training programme and examinations.

This booklet is not a set of regulations but, as its name suggests, a guide to implementing technical control over road events, and an introduction to track cycling.

It incorporates some of the UCI and national federation rules, to which future commissaires should refer for clarification of various issues.

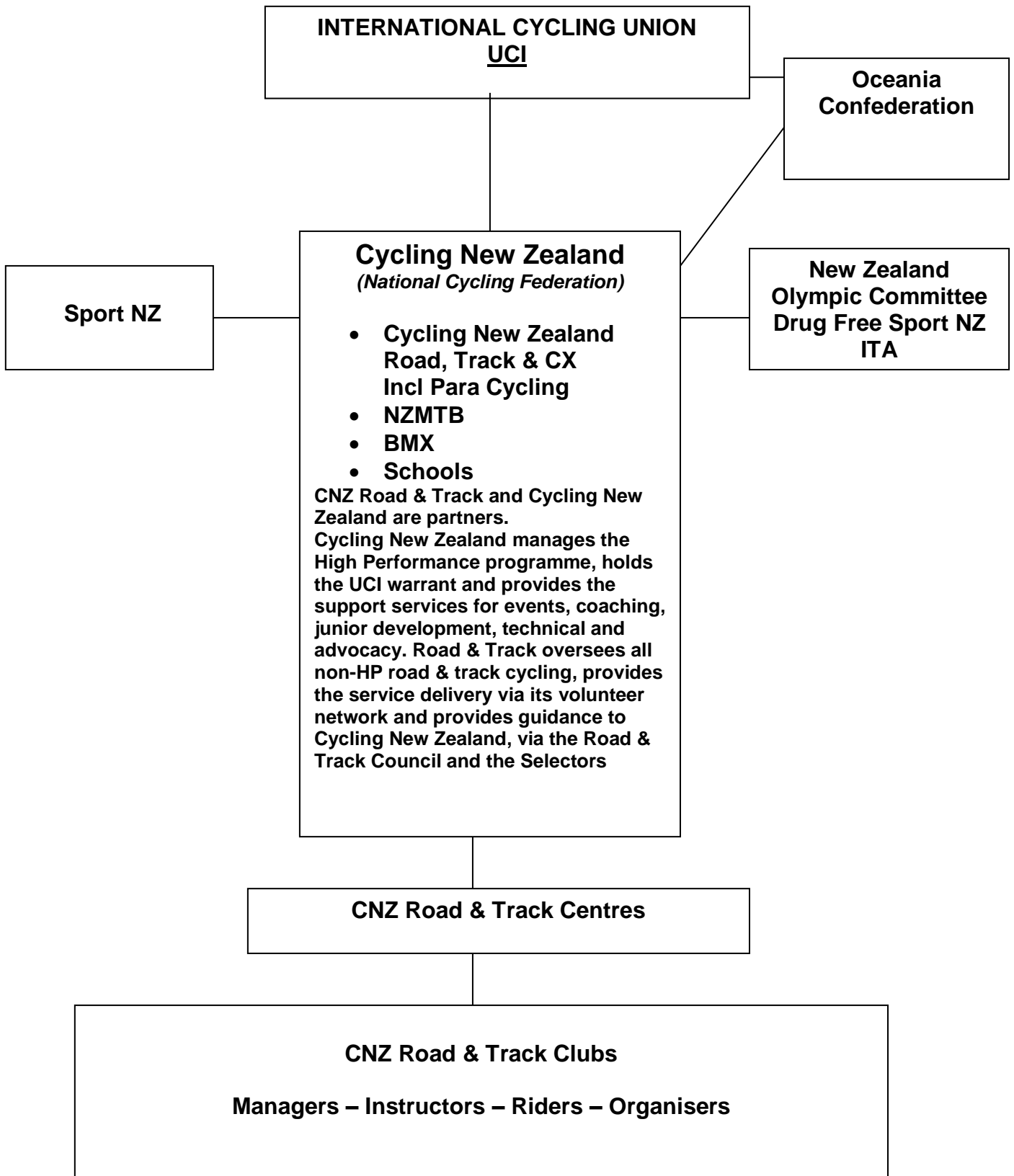
This guide has been adapted for New Zealand by the Cycling New Zealand Road & Track Technical Panel, and is based on a document prepared three UCI International Commissaires. Text and diagrams are by Michel Rivière and Jacques Sabathier. Christelle Reille was responsible for images and formatting.

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The Structure of Cycling



GENERAL COMMENTS

Cycling referees are traditionally called commissaires. The term 'referee' may also be used, as it is more easily understood in the sports community at large.

Commissaires are categorised according to their qualifications and disciplines:

DISCIPLINE

- Road, track
- Mountain bike
- BMX

QUALIFICATION

- Club Commissaire
- Regional commissaire
- National commissaire
- UCI National Commissaire
- UCI International Commissaire

In general, Regional and National commissaires are trained and have to pass an exam according to Cycling New Zealand regulations. Cycling New Zealand awards qualifications to commissaires, and may delegate its powers to Centre level convenors of commissaires

Regional and national commissaires officiate at regional and national events.

Depending on the importance of the event, appointments may be made or approved by the Centre or by the Cycling New Zealand Road & Track Technical Panel.

ETHICAL ASPECTS OF THE ROLE OF COMMISSAIRE

Commissaires ensure that events are run smoothly by managing the sporting aspects in accordance with the National Federation rules, both for riders and their entourage.

- Integrity: they must remain neutral and even-handed.
- Competence: - they must be familiar with the rules and administrative procedures.
- they must implement a rigorous chronological control structure in accordance with the type of race.
- Calm: they must remain calm, inspire respect and remain firm in the desire to maintain the equity and good image of cycling.
- Courtesy: they must use dialogue to find out information, offer advice, prevent and as a last resort impose sanctions, while instilling an understanding of the purpose of the rules.
- Respect: they must have respect for all those they deal with and earn their respect in return
- The official uniform must be worn at Centre or National events.

Never lose sight of the fact that the primary aim is to encourage people to take part in sport.

ROAD



CYCLING NEW ZEALAND Road & Track Technical Regulations

The UCI rules serve as a starting point for national federations to create their own technical rules for the various cycling disciplines.

The administrative and technical rules are approved by the Cycling New Zealand Council on the recommendation of various commissions, in particular the Cycling New Zealand Road & Track Technical Panel

The Technical Regulations are updated reviewed each year following the Cycling New Zealand AGM and after the issue of any new UCI Regulations. The Cycling New Zealand Technical Regulations are available to download off the Cycling New Zealand website.

ADMINISTRATIVE RULES

Registration of events

Events must be registered on the Centre or National calendar as appropriate.

Official recognition

In order for the Centre or Cycling New Zealand to consider registering events on their calendar they must be sent the relevant documentation by the deadline set by the Centre or Cycling New Zealand.

Where event dates clash, Cycling New Zealand will work with the parties involved to resolve the situation if at all possible.

Local authority authorisation

In order for the organiser to be granted authorisation by the local authority, they must provide the documents listed below by the corresponding deadline (one month or more before the event, depending on requirements):

- Traffic Management Plan.
- Rules of the event with all organisational details (diagrams, maps, routes, timetables, etc.).
- List of marshal positions.

The organiser receives authorisation from the local authorities after the file has been approved by the various departments involved (Road Controlling Authority, police, etc.).

Facilities and technical measures

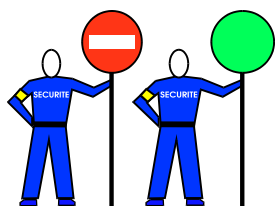
The organiser must provide:

- Start and finish installations
- Official podium
- Security fencing for the public (where applicable) & suitable off road parking
- Start and finish banners
- Public address system
- Officials' room
- Doping control room (at major events only)
- **Vehicles:**
 - All events should have a lead vehicle bearing a placard "Attention: cycle race".
 - The number of additional vehicles will vary according to the type of event (small circuit, large circuit, road race, etc.):
 - commissaires' vehicles
 - ambulance and/or medical assistance (doctor, first aid)
 - 'sag wagon'
 - motorcycles: commissaire, timeboard, information
 - neutral and/or team support vehicles

NB: All drivers of vehicles on the race circuit must have the appropriate licences. It is preferable that commissaries do not drive a vehicle while carrying out their official duties.

Radio link for all vehicles (road race).

Safety



For the safety of riders and the public, organisers must also provide:

- Marshals stationed permanently at junctions and dangerous sections.
- Safety motorcycles depending on type of event.

All the obligations incumbent on organisers can be found in the UCI regulations "General organisation of cycling sport". The Cycling New Zealand website also has information for cycling events that are applicable for New Zealand

ENTRIES

- Clubs or riders enter online to the organising club or, depending on the region, the Centre, prior to the event, by the deadline set by the organiser. Entry forms should include the full name, licence number, category, date and title of the race, and the entry fee. Entries are normally processed by online applications.
- The organiser or regional committee registers the entries as they are received.
- Entries on the day may be permitted on payment of an additional fee, as determined by the race organiser

BEFORE THE EVENT

Find out in good time the type of event, the course and when and where it starts, through the official race poster or on the organisers website.

ORGANISATION OF TECHNICAL CONTROL AND ALLOCATION OF RESPONSIBILITIES

Start operations

- Arrive at the race venue at least one hour before the start, to make contact with the organisers and other commissaires. Where possible, inspect the race circuit.
- Divide tasks between the commissaires.
- Display all information and procedures for the race:
 - Start time
 - Start list
 - Side on which body numbers must be worn
 - Circuit
 - Repairs
 - Classifications
 - Gear checks / Bike Checks (according to Cycling New Zealand Racing Rules & UCI Regs).

Licence check and distribution of numbers

- Depending on the number of entries, one or two number registration tables should be set up.
- Ask to see licences to check identity, number and category (licences must be signed).
- The start list must be signed by the riders in person (not a friend or relative).

Specific cases

If the rider has no licence:

- If it is the start of the season and the licence procedures are under way, ask to see the registration form signed by the club secretary or receipt from Cycling New Zealand (these are emailed directly to the rider when the application is received).
- If the rider has forgotten his/her licence and no proof can be produced, entry must be refused.
- If the rider is not on the start list and claims to have sent his/her entry in as per the regulations, the rider must sign a written declaration, after having been made aware of the penalties for making a false declaration.
- If riders have not already entered they may enter on the day, depending on the requirements of the race organiser.

NB: Although organisers are not permitted to keep riders' licences, it is common practice to exchange the licence for the race number, so as to be able to recover them after the race.

Check that the organisers have made all the necessary safety arrangements (traffic management, marshals, police, medical assistance, sag wagon). Ensure that a procedure for emergencies is in place and that all officials have contact numbers for first aid and race management.

Rider Briefing

Prior to the start, riders shall be briefed on the race, covering any specific hazards, that the roads are **open** to other traffic and that all normal road rules apply, in particular the need to **keep left of the road centre line at all times**

Short circuits

- A lead vehicle leads the race.
- A commissaire behind the bunch records the numbers of riders who have dropped back or retired from the race and notifies the officials on the podium.
- A commissaire shall check all wheel changes against the appropriate regulations, notes

all events in the race (retirements, punctures, falls, mechanical incidents, lapping), the number of riders who broke away or counter-attacked, and checks the lap count. He also oversees the announcement of prizes (if applicable) by the official announcer, who must follow the directions of the commissaires.

- The finish line judge oversees the sprints.

NB: If wheel changes are allowed, they must be done in accordance with the current rules of Cycling New Zealand. The commissaire should nevertheless oversee this process. If the setup makes it impossible to ensure that the rules are being observed, the commissaire may delegate that authority to the neutral service vehicle.

Long circuits

- The race is opened by a commissaire in a lead vehicle.
- A commissaire in a following vehicle behind the bunch checks the events of the race and relays any information to the finish line commissaire.
- A commissaire on the finish line podium (finish line judge) performs the same tasks as for short circuits. If necessary, in the case of counter-attacks with a large gap, a second vehicle carrying a commissaire may be called onto the circuit.
- In all cases, only commissaires may make decisions.

Road race

In front:

- A vehicle opens the race bearing a placard "Attention: cycle race"
- Motorcycle outriders and/or police
- Vehicle of the second Commissaire and possibly the Finish line judge vehicle
- One neutral assistance vehicle in front can provide assistance for breakaways without having to overtake the bunch.

Behind:

- The commissaire's vehicle (president of the panel).
- Vehicle of the third commissaire.
- Neutral assistance vehicles 2 and 3 and/or team assistance vehicles in order determined by drawing of lots.
- Medical vehicle (according to local authority requirements).
- Ambulance.
- Sag wagon (with an assistant commissaire, to pick up dropped riders and recover their body numbers). This vehicle **must** remain behind the last rider.
- Information/timeboard motorcycle indicating distance between breakaway groups (depending on organiser's capabilities).

SPORTS ADMINISTRATION

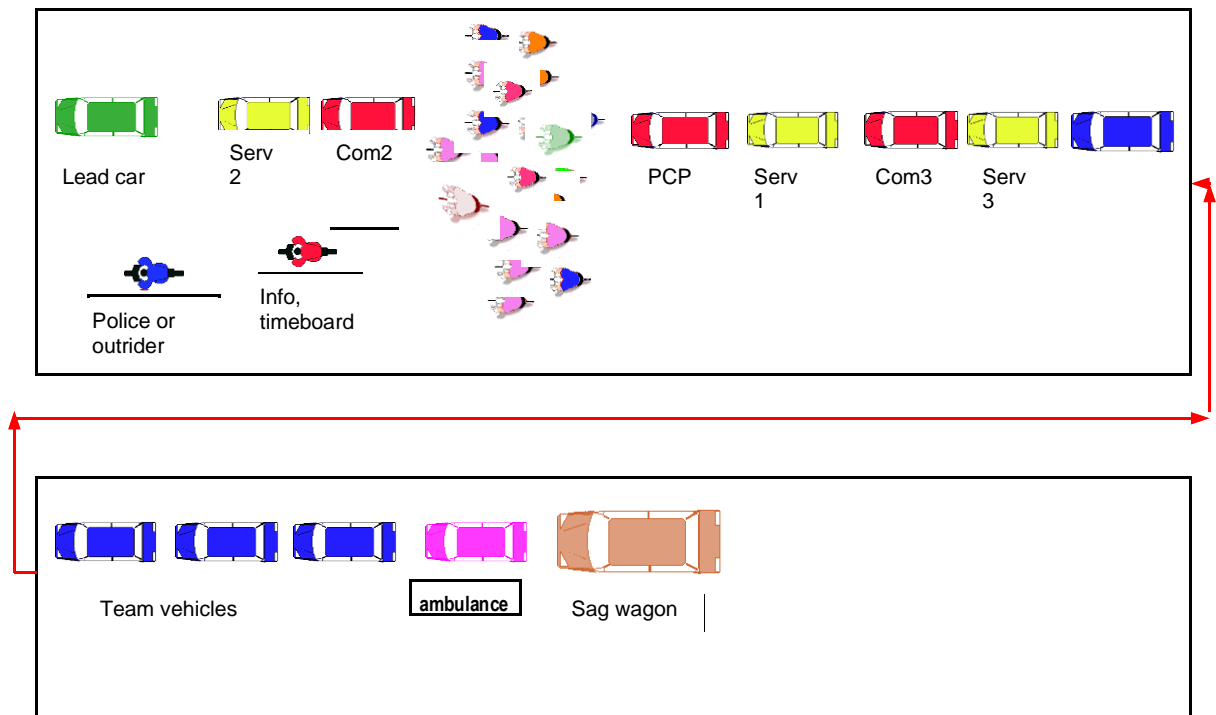
Signatures: riders must sign the sign-in sheet.

Roll call and rider checks

- Officials must do everything in their power to keep to the published start time (out of respect for the riders and the requirements of the local authorities).
- Before they are called, riders gather in a waiting area (for youth events, cadets and juniors, the gear check may take place here). The waiting area must be 50 to 80 metres before the start line and should be clear of the road where possible.
- Riders are called (in programme or body number order) under supervision of the commissaires, who check that helmets are worn and numbers are correctly positioned.
- Riders remain under the orders of the commissaires and organiser until the lead and following vehicles are in place according to the diagram below. They are reminded of the safety procedures:
 - Observe the Highway Code and remain on the left of the road.

- Give way to safety motorcycles and cars.
- Pass traffic islands and roundabouts to the left etc.

Race order diagram



The start

Depending on the situation, it may be:

- Direct: in this case it is essential to ensure leading vehicles are in their correct order.
- Neutralised: a neutralised stretch (**maximum 10 km**) is led out by the organisers and/or the commissaire, waving a red flag, then the **real start** (flying start) of the race is signalled at **km 0**, when the flag is withdrawn.
- Fictitious: the same procedure as above, but with a **standing start** according to the instructions of the organiser

Technical control procedures

Front commissaire (C2) – finish judge:

He controls the front of the race. He is responsible for the order of the lead vehicles, supervises the return of the bunch in the event of a breakaway and notes who is in the breakaway. He judges the various intermediate results. He must leave the race sufficiently early to go and judge the finish.

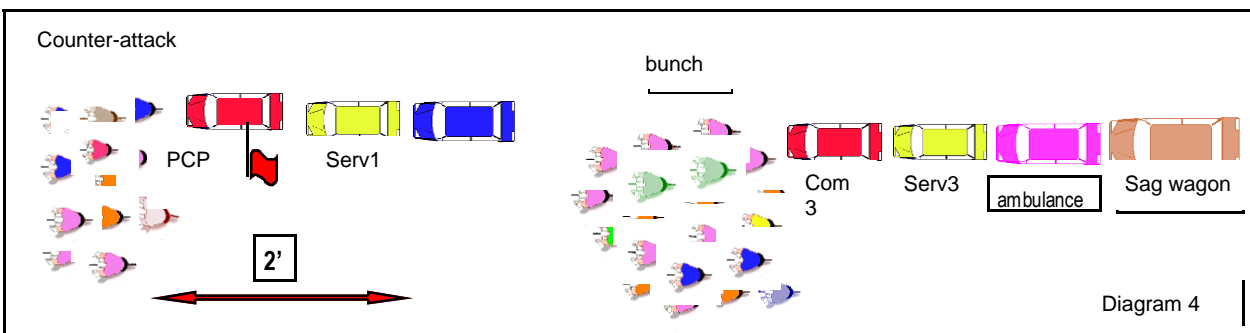
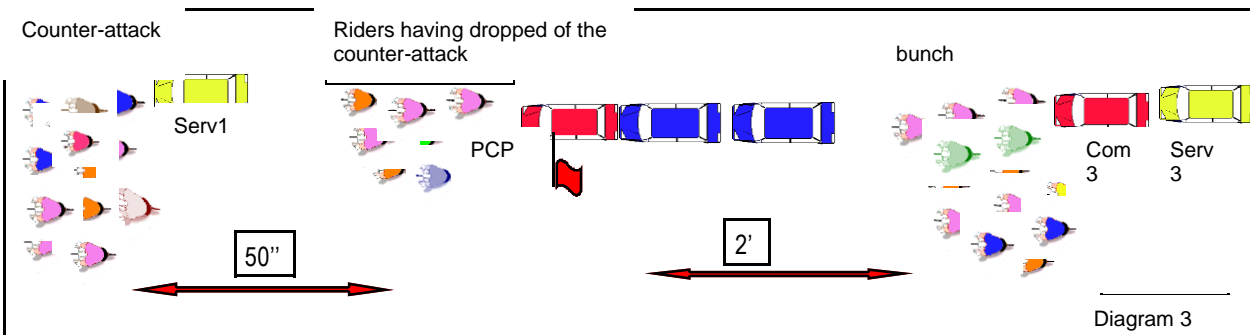
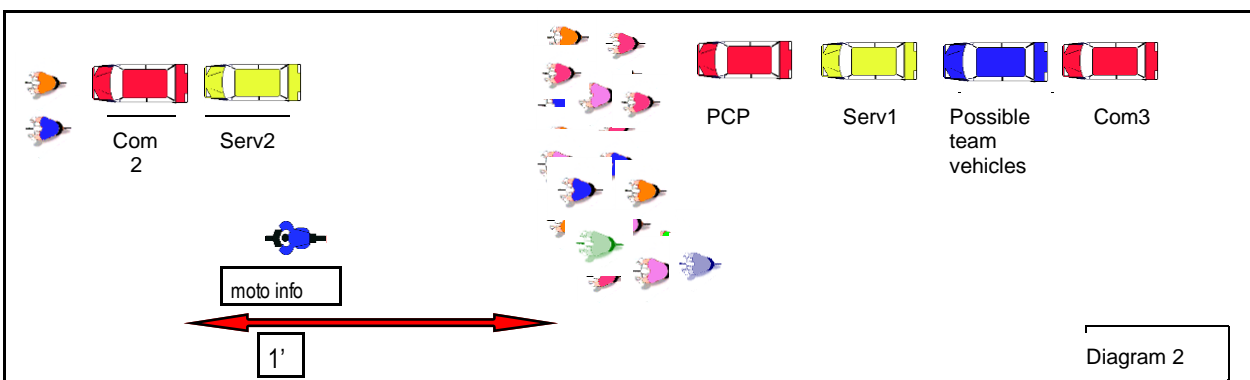
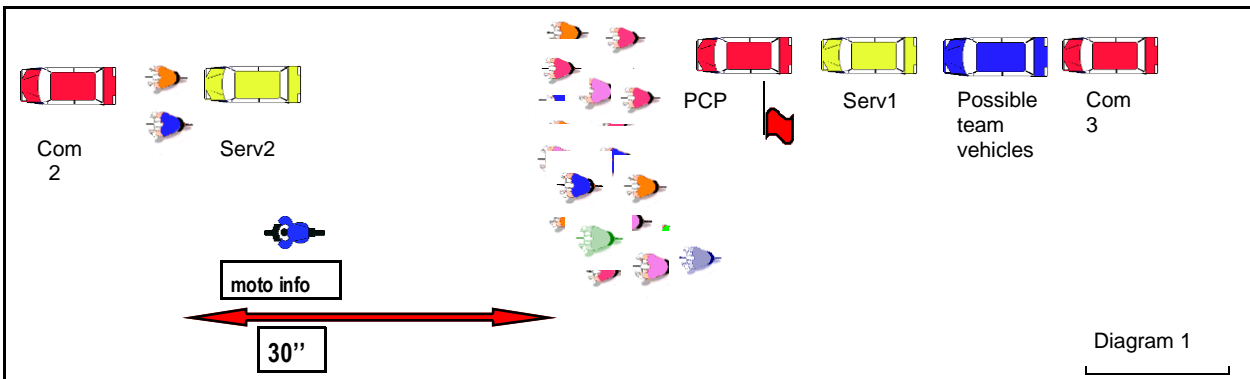
President of the commissaires' panel and commissaire C3:

- The **president** of the panel remains behind the bunch. He and his colleague C3 supervise the team technical vehicles according to race circumstances: riders who have fallen behind (barred by the red flag), punctures, falls, feeding, etc.
- He and commissaire C3 note down race incidents (composition of various groups, falls, punctures, retirements, infractions, etc.).
- Towards the end of the race he replaces the finish judge behind the leading group, when the finish judge leaves to attend the finish. Before leaving, he is replaced by commissaire C3 who comes up from the back.

NB: - When a commissaire bars the route behind one or more riders with a red flag this is

to prevent any vehicles from passing without authorisation, as the gap is not sufficiently wide.

- (see diagrams 1 to 4).



Doctor (depending on importance of the race)
The doctor takes place behind the president of the panel.

Ambulance

The ambulance takes place behind the official vehicles, and responds immediately when called.

Sag wagon

This vehicle **must** remain behind the last rider. It is the final vehicle in the convoy, and picks up riders who have abandoned the race and recovers their body numbers. The sag wagon must cross the finish line and give the judge all the body numbers or a list of riders who have abandoned the race.

Finish of the race

The finish is judged on the finish line, but before this, all the commissaires must ensure they have as much information as possible about the situation of ALL riders:

- Riders who did not start
- Additional riders not on the entry list
- Riders who abandoned the race
- Composition of groups (breakaways, counter-attacks, dropped riders, lapped riders)
- Use check grids

At the finish line

- The finish judge must leave the race sufficiently early to be able to judge the finish line.
- He must make the necessary preparations on the podium to be ready to judge the finish. He may be assisted by other commissaires, who may, for example, be stationed in the deceleration zone beyond the finish line, with a tape recorder. This will ensure that the composition of the group can be established, even if they do not always maintain the same order in which they crossed the line.
- He must record as many riders as possible, particularly those in groups, and continue until the last rider crosses the line, and record the times.
- As soon as possible, he informs the protocol officer of the order of the top five (ten) riders, any additional results and team rankings.
- If video facilities are available, he should check the finish order.
- It is the duty of the other "on road" commissaires to inform him of the composition of the various groups when they reach the finish, or earlier if radio communication permits.

NB: The finish judge has sole responsibility for determining the finish order. If a video or photo finish is available, he must view the film or photo in person.

Decisions by commissaires during the event as well as on the finish line must be taken **discreetly** and calmly. In the event that a decision is disputed, this should never be done in public view as it would send a negative message that could discredit the panel of commissaires.

CLASSIFICATIONS, RESULTS, DECISIONS

- The commissaire and the three referees must adjourn quickly to the room set aside by the organiser to compile the results sheets. No results shall be posted without the permission of the Chief Judge.
- The results must be **posted** as quickly as possible for information.
- **In the event of sanctions**, the commissaire must inform the persons concerned without delay (rider, manager) of the nature and reason for the sanctions. He may take into consideration oral submissions (written submissions are no longer accepted) by the rider or manager. These must be assessed immediately by the jury, then the president indicates whether or not the submission should be taken into account for the jury's final

- decision, which must be communicated to all parties concerned.
- **Sanctions** (warning, fine, relegation, declassification, disqualification, time penalty) are listed on the reverse of the results sheet.
 - The results sheet must be completed legibly, in capital letters, with club names entered in full. All the results and special prizes, the number of riders who started, decisions, sanctions and any doping control must be recorded.
 - The **prize sheet** must be completed (if applicable) and signed by the three commissaires. Check that the document bears the name of the rider, the amount of prize money and the rider's signature.
 - Where applicable, all of the following documents must be sent as quickly as possible to the Centre or Cycling New Zealand by the commissaire acting as president of the jury:
 - Start list
 - Sign-in sheets
 - Results sheets
 - Prize sheets
 - List of following vehicles
 - Entry forms (depending on requirements of RC or NF)

Team classification

The team classification may be established:

By time

- By adding the three best individual times for each team. In the event of a tie, the places of their top three riders are added together. If the teams are still tied, the team with the highest-placed rider wins the tie.

or

By points

- By adding the positions of the top three riders of each team. The first-placed team is the one with the fewest points, the second-placed team the one with the second fewest, etc.
- In the event of a tie, the team with the highest-placed rider wins.

NB: See attached sheets for calculation of times, gaps and averages.



What you need to know...

Rules	Methods
Categories of rider	Checking a licence
Maximum gear ratios	Organising gear checks
Disqualification	Organising the start
Level crossing rules	Organising repairs/wheel changes
Route errors	Using a grid
Rider / bicycle equipment, earpieces	Keeping notes lap by lap
Entry procedures	Calling the finish
Race events	Finalising the individual classification
Feed zones	Establishing the teams classification
Foreign riders	Completing the results sheet

INDIVIDUAL OR TEAM TIME TRIALS

The actions to be taken by the panel of commissaires are the same as for road races in terms of preparation and organisation of the start operations; however, the organisation of the technical control and the allocation of tasks are obviously different.

Organisation

As for road races, the organiser must see to all the logistical requirements, which may vary depending on the route.

The start area (possibly with podium) may be configured with barriers or cones for:

- protection of riders where they are held at the start
- position of the timekeeper and starting judge
- gear check area (particularly for juniors) and bike check area
- parking place for a vehicle with loudspeaker to call riders

The finish area must be prepared in the same manner as for the road races.

Technical control

- The president of the panel allocates tasks to each member of the panel and recaps the TT rules, i.e.:
 - Following vehicles must remain behind their rider or team; any attempt to draw level will incur a penalty.
 - When a rider (team) is caught: minimum distances must be respected; a rider (team) is forbidden from riding in the slipstream of rider (team) in front; infractions will be penalised by a time penalty and a fine.
 - The vehicle may take up a position between two riders (teams) only if there is at least 50m between them (**see diagrams below**).
- The timekeepers complete their sheets according to the starting order established by

the organiser (this order may in no case be modified once it has been published) and synchronise their watches.

Time trial

At the start

- A holder is required; this must be the same person for all riders.
- A timekeeper counts down to the starting time and gives starting orders.
- A commissaire at the start ensures that there are always two riders waiting, and checks the starting order and the bicycles (**see diagram below**).

NB: When a rider fails to start, leave a gap, and start the following riders according to their programmed start times.

- An official regulates the departure of the following vehicles, reminding them of the traffic rules (crossing lights, remain 10m behind the rider, give way to vehicles of catching riders, no one to reach or lean out of the vehicle, etc.).

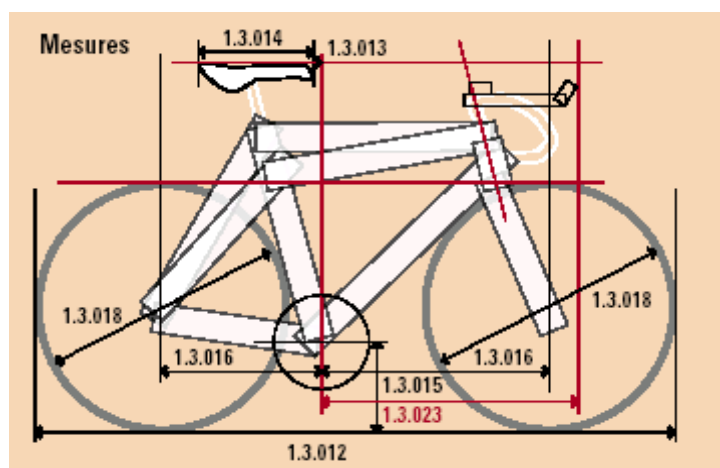
On the circuit

- The available commissaires (or assistant commissaires) may station themselves at a place on the circuit that gives them a good view.
- The turn marshall or a commissaire shall record all riders to confirm completion of the course
- At the finish, the timekeeper records the finish time, then notes down the elapsed times on a sheet; he files the sheets in order, beginning with the best time (given in hours, minutes, seconds and hundredths).

After the finish

- The panel of commissaires meets to discuss any infractions that might lead to time penalties (**see penalty scale table**), which are then carried over to the results (which may be modified in consequence); in the event of such an infraction, the decision must be taken immediately after the last rider finishes.
- **All remaining operations are identical to those for road races.**

Time trial bicycle

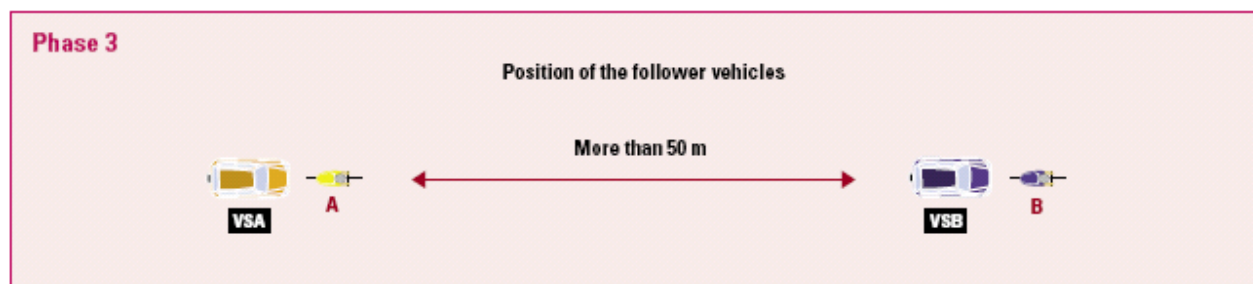
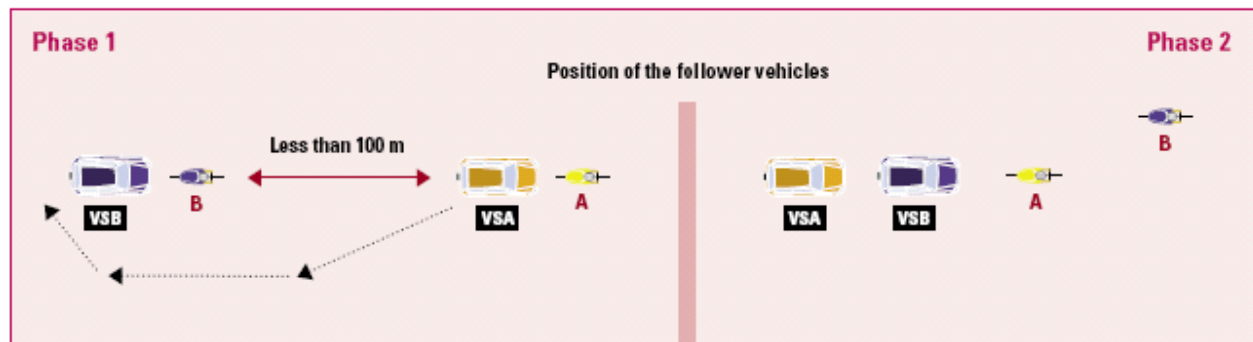
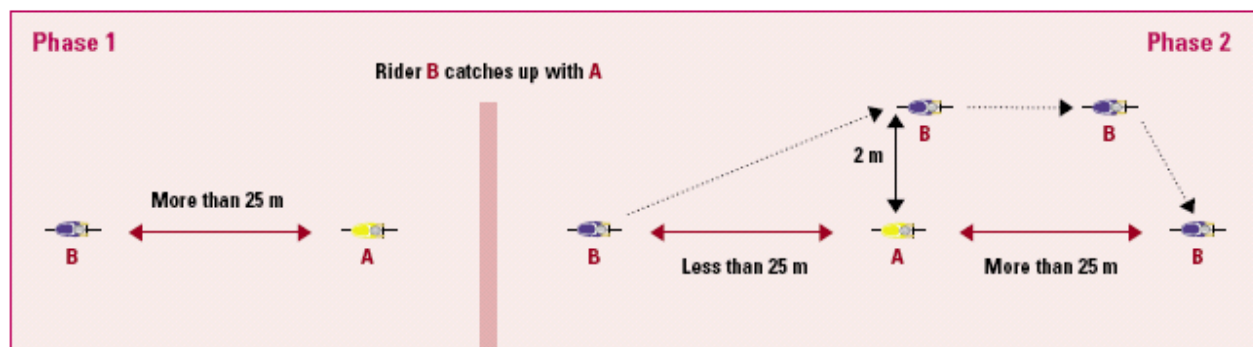


Measurements

Road - Time Trial

- Check that the handlebars are compliant: the handlebars (whether extended or not) should measure no more than 75cm (80cm in certain cases, or 85cm for riders taller than 1.9m) from a vertical line passing through the pedal crank axle.
- Taller riders may request morphological exemption to increase this distance to 80cm, or for riders taller than 1.9m, 80cm)
- Check that the frame is in a triangular matrix.
- Check that there are no modifications such as windshields, "fuselage" or fairings.
- Check that the saddle is at least 5cm behind the pedal axle centre line.
- Short riders may request morphological exemption to have seat less than 5cm behind, but never less than 0cm
- Forearms must be horizontal.
- Only one morphological exemption is allowed – either seat OR handlebars, but never both

Individual or teams → same statements





What you need to know...

Rules	Methods
Authorised equipment	Organising the panel of commissaires
Overtaking rules	Helping the timekeeper
Time penalties	Ordering the start
Level crossings	
Timing for team time trials	

TRACK



General comments

Velodromes are defined by their length, which is usually a simple factor of 1km, in order to make it easier to monitor events: Invercargill, Cambridge, Wanganui: 250m; Taupo: 333.33m, etc.

The lines shown on the diagram below mark out the track for different events.

Equipment required for a track meeting

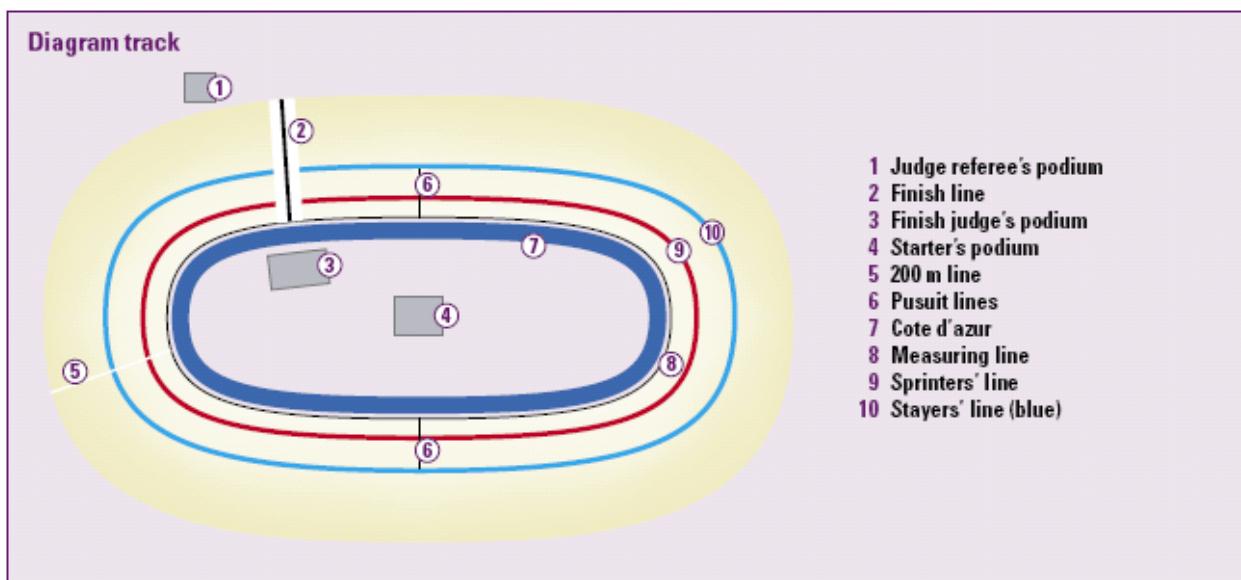
- Lap counter and bell (two for pursuits)
- Crash pads (placed at 5m intervals around the bends (tracks over 250m only)
- 1 pistol or whistle (depending on type of event)
- 1 set of flags (green and red)
- Railings or area for gear checks

NB: A first aid station must be provided.

Rules

In general, please refer to the Cycling New Zealand rules; depending on the type of meeting the programme and specific regulations may be established by the organiser.

250M TRACK



THE COMMISSAIRES' PANEL

The number of commissaires depends on the scale of the event.

Below is a list of the various functions of the commissaires:

- The president of the jury, commissaires and coordinates the panel.
- The secretary is a commissaire who ensures programme is correct at all times and collates results and issues communiqué on behalf of President and Chief Judge.
- The starter starts off all the events and reminds riders of the rules of the event.
- The finish judge judges all the finishes of the various events and establishes the classifications.
- The timekeeper records all the times required for each event.
- An experienced assistant commissaire counts laps and rings the bell at the start of the final lap before each finish or intermediate result.
- Other commissaires may join the panel for regional championships.

NB: In order to become competent in track events, commissaires must:

- **be trained on the basis of the “Practical Guide for Commissaires in Track Events”.**
- **be involved in refereeing track events as often as possible.**

EVENTS

Individual sprint

200m flying start

- Preliminary heats are organised over a 200m time trial, flying start.
- The resulting times are used to establish the composition of the various qualifying heats.

Sprint competition

- Sprint matches take place between 2 or 3 riders, over a distance determined by the length of the track (2 or 3 laps: approximately 750 metres).
- The format used will depend on the importance of the event, but will generally take the following form: heats, extra heats (repêchages), quarter-finals, semi-finals and final.
- See tables for composition of heats in the NF rules and track guide.
- In the first part of the race riders observe each other, try to outmanoeuvre their opponents and may perform some “track balancing”. Tactics are all-important, and intimidation plays a major role: the Judge-Referee will often have to penalise certain behaviour by relegating a rider or issuing a warning.
- Precise rules govern the sprints that occur in other track races (points race, Madison, etc.).

Team sprint

- Events take place between teams of 3 riders.
- Two teams start side-by-side in the centre of the straight section; riders are held in place from the sprinters' lane (the first is held by a commissaire) and each rider must lead for one lap.
- The competition begins with qualification heats judged on time, then the final rounds, which depend on the type of event, are decided by who wins each match.

Keirin

- This event originated in Japan. Six to eight riders compete in a sprint after having ridden 750m behind a coach on a moped, which accelerates gradually from 30 to 50 km/h, then leaves the track 750m before the finish.
- The rules are the same as for the sprint: heats, repêchages, final rounds.

Individual pursuit

- The distance depends on the category of the riders (2 to 4km).

- Two riders start at the pursuit lines on opposite sides of the track.
- The competition formula is usually timed heats followed by the final rounds.
- Times are taken at each half-lap.

Team pursuit

- Two teams of 4 riders compete over 4km, starting at the pursuit lines.
- Riders are held in blocks beginning at the sprinters lane (the first is held by a commissaire).
- The competition formula is usually timed heats followed by the final rounds.
- Times are taken at each half-lap. The team's time is measured from the front wheel of the third rider of each team.

Kilometre, 500m standing start

- These are timed time-trials from a standing start. In the event of a tie riders share the place.
- Competitors are held by a commissaire.

Points race

- This event is contested by individuals numbering 30 to 36 riders depending on the track length, over a distance of 10 to 40km depending on the category.
- The results are determined by the points accumulated by riders in the sprints (every 5 to 10 laps depending on the track length) and laps gained (20 points).
- They begin from a flying start after a neutralised lap.
- One lap before each sprint the bell must be rung only for those riders in a position to earn points.

Madison

- The Madison is a team race between teams of 2 riders who relay each other.
- The results are decided on distance (laps gained and lost) and points won by riders in the sprints.
- The event begins from a standing start with one rider from each team taking the first relay.
- The event usually takes place over a set distance or time.

Scratch race

- Individual race held over a set distance according to the category of riders.
- They begin from a flying start after a neutralised lap.
- Results depend on the final sprint. Riders are ranked according to laps gained or lost, and the order in which they cross the finish line.

Elimination

- Individual race in which the last rider in each intermediate sprint is eliminated, according to the position of the back wheel on the finish line.
- In the final sprint (2 riders), the results are determined by the position of the front wheel as it crosses the finish line.

Motor pacing

- A spectacular race that features riders riding behind a motorcycle pacer over a distance of 50km or for a time of 1 hour.
- This event is staged increasingly rarely, but was very popular up to the 1990s.

Six-day race

- This is contested by teams of two riders over 6 consecutive days, with rest periods. The Madison is the principal discipline. Additional events (elimination, points race, etc.) enable teams to win points.
- The team that has covered the greatest distance in the Madison events is declared the winner.

- Teams that finish in the same lap are separated according to points won in the Madison and additional events.

Omnium

- An individual event contested over several legs in different events. The results are determined by adding the points awarded or the places obtained in each leg.



What you need to know...

Rules	Methods
<p>All the regulations for each type of event must be memorised!</p> <p>and in particular:</p> <ul style="list-style-type: none"> ✓ composition of the tournament ✓ sports rules ✓ how to handle an incident ✓ authorised equipment <p>It is recommended that these be revised at each meeting, and 'crib sheets' prepared.</p>	<p>Setting a programme</p> <p>Performing the administrative tasks for a meeting</p> <p>Organising the commissaires' Panel</p> <p>The 'spirit' of the composition of a tournament</p> <p>Judging whether events have been conducted correctly</p>



What you need...

Commissaires Equipment

Essential:

- Stopwatch
- Whistle
- Safety Vest (road events)
- Pens
- Pencils (pens don't work in the wet!)
- Clipboard
- Rule Book
- Measuring Tape (8 metre, for rollouts and bike checks)
- Commissaires signs for car window

Very Useful

- Small handheld UHF radios (pair)
- Dictaphone (for recording finish numbers)
- Roll of masking tape (for makeshift finish line and sticking start list to dashboard)
- Envelopes
- Bluetack
- Chalk
- Safety Pins (for riders who lose them)
- Bike Multitool (with allen keys and screwdrivers, for roadside repairs)
- First Aid Kit
- Plumb bob and 120deg protractor (for morphological bike position checks)
- Orange Flashing light for car
- PA system for car

TIMING CALCULATIONS

(Taken from the training manual of the French Cycling Federation timekeeper, Gérard Tissérand)

The calculations given below represent the minimum competence for a regional commissaire.

INTRODUCTION TO OPERATIONS:

ADDING TIMES:

3h	49'	23"	5/10	
+ 2h	53'	59"	8/10	
5h	102'	82"	13/10	
		+ 1"	- 10/10	
5h	102'	83"	3/10	
		+ 1'	- 60"	
5h	103'	23"	3/10	
+ 1h	- 60'			
6 h	43'	23"	3/10	

Carried over	1	11	11	
	3h	49'	23"	5/10
	+ 2h	53'	59"	8/10
	6h	43'	23"	3/10

NB: The presentation of the operation on the left (calculation and notes) should enable someone without experience to carry over the additional units with the help of the explanations below:

Line 3 shows how the times are added, unit by unit.

13/10 of a second is equivalent to 1" and 3/10.

The surplus second from the 10ths is therefore added to the 82 seconds, making 83 seconds or 1' 23".

The surplus minute from the seconds is then added to the 102 minutes, making 103' or 1h 43'.

The surplus hour from the minutes is then added to the 5 hours, making **6h**.

The final result is therefore **6h 43' 23" 3/10**.

In practice the timekeeper will carry over these figures as he performs the calculation, as seen on the right.

WITH A CALCULATOR

3 49 23 . 5 + 2 53 59 . 8 = SHIFT ,

The following result appears: 6° 43' 23.3, or **6h 43' 23" 3/10**.

SUBTRACTING TIMES

A	6h	47'	31"	7/10	
	- 3h	58'	45"	9/10	
			- 1"	+ 10/10	
			30"	17/10	
		-1'	+ 60"		
		46'	90"	17/10	
	- 1h	+ 60'			
a	5h	106'	90"	17/10	
	- 3h	58'	45"	9/10	
	2h	48'	45"	8/10	

converted during calculation:	5h	106'	90"	17/10	
	6h	47'	31"	7/10	
	- 3h	58'	45"	9/10	
	2h	48'	45"	8/10	

NB: The presentation on the left should enable someone without experience to understand how **A (6h 47' 31" 7/10)** is converted to **a (5h 106' 90" 17/10)**.

In practice, the timekeeper would perform these calculations directly, integrating the calculations at the top of the columns when calculating the tenths, seconds, minutes and hours.

WITH A CALCULATOR:

$$6 \text{ [D]} 47 \text{ [D]} 31 \text{ [D]} . 7 \text{ [D]} - 3 \text{ [D]} 58 \text{ [D]} 45 \text{ [D]} . 9 \text{ [D]} = \text{SHIFT [D]} .$$

The following result appears: 2° 48° 45.8, or **2h 48' 45" 8/10**.

DIVIDING TIMES

6H	37'	45"	4
$2 \times 60' = 120$			1h
157			39'
$1 = \frac{60''}{105''}$			26"
$1'' = \frac{100}{100}$			25/100

The result in bold appears vertically, i.e.: **1h 39' 26" 25/100**.

WITH A CALCULATOR

$$6 \text{ [D]} 37 \text{ [D]} 45 \text{ [D]} \div 4 =$$

The calculator displays 1°39°26.2 instead of 1°39°26°**25**.

As with multiplication, since the screen is limited to 8 characters, the final figure is not displayed.

CALCULATING AN AVERAGE:

$$A = \frac{D}{T}$$

D = distance in kilometres

T = time in hours, minutes, seconds

A = average in kilometres/hour

Distance: 147.600 km in 3h 16' 47":

Method without Casio calculator:

3 h =	$3 \times 3600'' =$	10800''
16' =	$16 \times 60'' =$	960''
47'' =		<u>47''</u>
or:		11807''

$$\frac{147.600 \text{ km} \times 3600''}{11807''} = 45.003811 \text{ km/h, rounded off to: } 45.003 \text{ km/h}$$

The examples below will help you to visualise the old method of converting calculations to seconds, and the method using a Casio calculator.

Method with Casio calculator:

$$147.600 \div 3 \text{ [D]} 16 \text{ [D]} 47 \text{ [D]} = 45.003811 \text{ km/h}$$

Results sheet (provided by RC or NF)

1st page

<h1>NATIONAL CYCLING FEDERATION</h1> <h2>ROAD RACES</h2> <h3>Results Sheet ⁽¹⁾</h3> <p>to be forwarded within 48 hours after the event, for approval to the President of the Regional Committee by which the organiser is governed</p> <p>MEDICAL CHECK-UP YES NO (delete one)</p> <p>Date:</p> <p>Region:</p> <p>Title of event:</p> <p>Place of event:</p> <p>Organised by (name of company or organiser)</p> <p>Categories (or type):</p>			
	REFEREES' PANEL SURNAME Forename	Regional Committee	Qualification
President of Panel			
Official referee			
Official referee			
Finish line judge			
Timekeeper			
<p>(1) For track meets, ask for a special sheet (blue)</p> <hr/> <p><u>Important note:</u> Results sheets for events on the UCI and FFC calendars must be typewritten. These documents, accompanied by the start list (surname, forename, team, licence number or UCI code), must be sent by the chairman of the commissaires' panel to the federation headquarters as soon as possible. A copy must be prepared for the Regional Committee concerned. Results sheets for events on the regional calendar must be sent to the Regional Committee concerned for approval. A schedule of prizes awarded must be enclosed with each results sheet.</p>			

- 1 - Be precise in the information about the event.
- 2 - Write very clearly.

Excerpt from the Training Booklet by Loïc Levrel, FFC referee.

Results sheet (provided by RC or NF)

Inside page

- Results list by classification
- Typewritten for events on the national calendar
- All riders who finish the event (within the time limit) must be listed on the sheet

Title of event	Place of event																																																																																						
Date: ___/___/___	Event code																																																																																						
Distance: ___ km	Number of starters: ___																																																																																						
<u>Final results</u>																																																																																							
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>Place</th><th>Number</th><th>Surname</th><th>First name</th><th>Club or team</th><th>UCI no. or licence no.</th><th>Round</th><th>Time</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>								Place	Number	Surname	First name	Club or team	UCI no. or licence no.	Round	Time																																																																								
Place	Number	Surname	First name	Club or team	UCI no. or licence no.	Round	Time																																																																																
<u>Signatures</u>																																																																																							
Commissaires' Panel (3)			Finish line judge		Timekeeper																																																																																		

- In the case of specific classifications (cadet, youth or junior team) it is vital to complete the tables for the award of special prizes.

Final page

Decisions taken by the panel of official race commissaires								DECISIONS APPROVED	
SURNAME	Forename	Company	Nation (1)	Region	Licence no.	Fine	Reason	Delegate on duty	Chair of the Regional Committee
<i>(1) Indicate nationality of foreign riders</i>									
<i>We, the undersigned, Race Commissaires and Finish Line Judge, hereby attest to the validity of the results listed in the table above and declare that riders were present at the start.</i>								No. ENTERED:	
<i>Place:....., Date:20.....</i>								No. STARTED:	
SIGNATURES OF THE 3 COMMISSAIRES		SIGNATURE OF FINISH LINE JUDGE			SIGNATURE OF TIMEKEEPER			No. ENTERED riders at the START:	

- Must be completed accurately. The amount of the fine must be included in the penalty report.
- Signatures are obligatory

Excerpt from the Training Booklet by Loic Levrel, FFC referee.

NATIONAL CYCLING FEDERATION

PRIZES

To be sent with results sheet within 48 hours of the end of the event to the Regional Committee governing the organisation, for approval.

Race no.			

Date:

--	--	--

Region:

Title of event :

Place of event :

Organising club :

Event category :

COMMISSAIRES' PANEL			
	SURNAME Forename	Regional Committee	Signature
<u>President of the panel</u>
Official commissaire
Official commissaire
Finish line judge

IMPORTANT NOTE:

Prize monies must be paid directly to the riders in question by the organiser at the end of the event.

Only riders who finish the event may claim their prizes, barring accidents or mishaps recognised as valid by the commissaires.

This prize sheet, completed in full, must be sent to the regional committee.

The document must be signed by the president of the panel and the organiser.

NB: Each regional committee may adapt the above notification according to its own requirements.

On Road Commissairing Sheet

Date :.....

Event :.....

Remember to reset trip meter at start of race

Behind (<i>rider No.s or incident</i>)	KM	Ahead (<i>rider No.s</i>)

Bunch Recording Sheet

KM

Detail

	10	20	30	40	50	60	70	80	90	100	110
1	11	21	31	41	51	61	71	81	91	101	111
2	12	22	32	42	52	62	72	82	92	102	112
3	13	23	33	43	53	63	73	83	93	103	113
4	14	24	34	44	54	64	74	84	94	104	114
5	15	25	35	45	55	65	75	85	95	105	115
6	16	26	36	46	56	66	76	86	96	106	116
7	17	27	37	47	57	67	77	87	97	107	117
8	18	28	38	48	58	68	78	88	98	108	118
9	19	29	39	49	59	69	79	89	99	109	119

KM

Detail

	10	20	30	40	50	60	70	80	90	100	110
1	11	21	31	41	51	61	71	81	91	101	111
2	12	22	32	42	52	62	72	82	92	102	112
3	13	23	33	43	53	63	73	83	93	103	113
4	14	24	34	44	54	64	74	84	94	104	114
5	15	25	35	45	55	65	75	85	95	105	115
6	16	26	36	46	56	66	76	86	96	106	116
7	17	27	37	47	57	67	77	87	97	107	117
8	18	28	38	48	58	68	78	88	98	108	118
9	19	29	39	49	59	69	79	89	99	109	119

KM

Detail

	10	20	30	40	50	60	70	80	90	100	110
1	11	21	31	41	51	61	71	81	91	101	111
2	12	22	32	42	52	62	72	82	92	102	112
3	13	23	33	43	53	63	73	83	93	103	113
4	14	24	34	44	54	64	74	84	94	104	114
5	15	25	35	45	55	65	75	85	95	105	115
6	16	26	36	46	56	66	76	86	96	106	116
7	17	27	37	47	57	67	77	87	97	107	117
8	18	28	38	48	58	68	78	88	98	108	118
9	19	29	39	49	59	69	79	89	99	109	119