



Bicycle Colorado Chief Judge's Checklist

Pre-Race Preparation: General

- Check Bicycle Colorado website @ 30-45 days prior for race flyer; verify separate start times = separate race = separate prize list; note field limits, registration opening/closing times,
- 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
- Read previous years' CR/CJ reports. Contact [Event Support Operations Coordinator](#) for copy.
- Contact Chief Referee (not the race director) with questions
- Coordinate with CR to assess race director's experience with general registration requirements, Bicycle Colorado
- At CR's discretion, work directly with race director to insure registrars understand license check procedures
- If an announcer will be present, ensure a start list and podium places will be provided to them
- Supplies stocked: 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 electronically post-race, 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 (recommended), 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, race director

Race Day

- Arrive 1 hour prior to start
- Check-in with CR
- Check-in with race director
 - obtain prime list if crit
 - identify sweep vehicle if road race
 - identify where results will be posted
- Review registration procedures/USAC 1-Day and Annual License Applications collection with Head Registrar
- Remind Head Registrar to give you list of DNS before each race.
- 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, missing license numbers
- Note number problems (i.e. hair, wrong side, etc.)
- Give results company list of DNS and DNF.
- If chip timing, keep technician informed of riders receiving free laps
- File motor ref reports, if received

Post Race- Onsite

- Ensure all protests were resolved.
- Ensure that results are in xls format & correct format
 - Lic #, Proper One Day listing if no license, Place, Proper Race Group Abbreviations, First name, Last name, Gender, Team, Time, Bib #
- Ensure complete results produced by results/timing company sent to [BC Event Support Operations Coordinator](#) and [BC Event Support Digital Coordinator](#) within 4 hours of event.

Post Race- Offsite

- Email/deliver results that were not sent by results/timing company to the company sent to [BC Event Support Operations Coordinator](#)
- Submit CR-CJ report to CR with CJ items filled out within 48 hours