

# Eastern Veteran's Cycling Club

## Roles and Responsibilities

### Race Controller

On all open road circuits the Race Controller is to be a qualified Traffic Controller.

The Race Controller is responsible for coordinating all helpers on the day, ensuring that the course is set up correctly, that all signage is erected and that marshals and traffic controllers are aware of their roles and responsibilities and are in place as per the Traffic Management Plans.

**Note:** A race cannot start until all signs and officials are in place

The Race Controller has the authority to call an event off once it has started, or shorten its duration (criterium), if he/she feels that the safety of the competitors is at risk if they continue for the allocated duration, eg. rain during a criterium or excessive heat and apparent fatigue/stress of competitors.

Race Day duties for the Race Controller are;

- Set up a-frame signs at car park entrance, or location, to warn motorists of cyclists warming up before race signage is erected.
- Obtain a copy of the duty roster for the day, mark off those in attendance and inform the desk officials (Graeme Parker) of any person who fails to report for duty
- Obtain copies of the latest Traffic Management Plans for the circuit - this document
- Meet with all officials for the day at the trailer where the Race Controller is to assign duties, responsibilities and locations to the other officials, this meeting should take place at least one hour before the scheduled race start.
- Ensure that all officials are aware of their roles and responsibilities (this document), are correctly attired (wearing safety vests) and have the equipment to do their duty (flag and/or lollipop, radio).
- Using the Traffic Management Plans direct the assembly of required course signage.
- Provide Marshals/Traffic Controllers with copy of Traffic Management Plans for the point they will be controlling and ensure they understand how to implement the plans.  
**Note:** These plans must be returned to this document.
- If radios are to be used ensure they are charged, working, set up correctly, tuned to channel 31 and that the operator knows how to operate them.
- Dispatch officials to their positions ensuring they have all necessary signage and equipment (flags, lollipop, radio, wooden stakes, hammer, signs, legs, etc.) to set up their position.
- Organise a rostered official for start / finish duties, ensure this individual is aware of the instructions for the circuit - see 'Course Notes', this document.
- Organise rostered officials to drive lead and follow cars, ensure they are aware of their responsibilities (this document) and that if they are to have radios that the radios are set up correctly and the drivers know how to use them.
- Where practical check that all controlled locations have been set up in accordance with the Traffic Management Plans.

The Race Controller should ensure that all helpers on the day are aware of the indications for, and the procedures for, calling an ambulance (see separate page/sheet/note/????).

# Eastern Veteran's Cycling Club

## Roles and Responsibilities

It is the responsibility of the Race Controller to ensure that the course is packed up after the event and that all equipment has been returned to the trailer and put away. This is inclusive of;

- All signs and witches hats picked up from the course and returned to the trailer,
- Traffic Management Plans that may have been removed from the Race Controller's Manual for use by corner marshals in setting up their location are returned to this document.
- All numbers are returned.

The Race Controller is to report any lost or damaged property to the committee; property covers such things as signs, flags, numbers, first aid material, Race Kit content (course maps, course notes, etc.)

The Race Controller should, with the assistance of other 'helpers' and/or witnesses, complete any incident report (see appendix below) that may be required as a result of any incident that occurred during the event. And must present the completed forms to a member of the Club Committee.

# Eastern Veteran's Cycling Club

## Roles and Responsibilities

### Appendix:

#### Setting up the course

Tasks required for setting up the course include the following;

- unload required items from trailer
- set up registration desk
- assist on the registration desk taking entries
- sweep the course (crit circuits only)
- construct road signage
- distribute and set up signage
- locate cones, bell and grade boards at the finish
- other duties assigned by the race controller or committee member as designated

#### Packing up the course

Tasks for packing up the course include the following;

- collect and disassemble road signage
- check that all numbers have been returned
- return all items to the trailer
- other duties assigned by the race controller or committee member

#### Incident Reports:

Incident reports are for the use of the club in keeping record of incidents that occur at club events. They may be used to aid investigations or pursue complaints involving the behaviour of other road users, they may also be used to assist the club in improving rider education and course safety.

An incident report should be completed under the following circumstances;

- An ambulance is called
- Police are called or attend an event in an official capacity
- An accident, regardless of whether an ambulance was called or not
- A competitor behaved inappropriately (eg. swearing, littering, urinating) or rode in a manner that risked the safety of fellow competitors (eg. passing on the inside of a corner, failing to hold a straight line in a sprint).
- An official behaved inappropriately (swearing, littering or urinating) or acted in a manner that risked the safety of fellow officials or competitors.