



AVCC – Guide for Referees

Acknowledgement is made to the ACT VCC for much of the information contained in this guide.

The document is intended for the familiarisation of Club/State and National referees with what is expected of them in terms of Risk Management procedures and in abiding with the AVCCs Racing Rules and Regulations. It is recognised that in some states additional or amended information may be necessary to abide by Local Authority, Police, or Main Roads rules and regulations. However, all referees should familiarise themselves with the following procedures that the Insurance Company expects clubs to follow.

It is also acknowledged that in some clubs, some of the duties expected of referees may be delegated to other officials, but it should be understood that the chief referee on the day is responsible for ensuring that the various procedures and duties are carried out.

All referees must familiarize themselves with the AVCC Racing Rules and Regulations.

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To attain accreditation to become Club Referees.

The major requirement for Club Referees, is a background in cycle racing.

Referees should have a clear understanding of the A.V.C.C. racing Rules.

Referees should have a clear understanding of their State Road Authority's requirements for racing on their roads.

Referees should have a clear understanding of requirements by local Councils for using their roads.

Referees must accept responsibility for conducting racing under the Police Permit requirements.

The Referee is in control of the event, officials and riders, from the time he or she enters, and remains present, in the event precinct.

The duties of a Referee should include:

- Seeing that First Aid is in attendance, either personal or as a unit;
- Outlining to Corner Marshals, lead, tail car and sag wagon drivers their responsibilities.
- Ensuring that sufficient people are available; to assist him to muster bunches at the start of the race;
- Explaining to the starter/ time keeper, his/her responsibilities.
- Instructing the riders in each bunch on the correct race procedure required to abide by the Police Permit and racing rules.
- In road races, follow bunches by motor vehicle to ensure the bunches abide by the road rules, especially regarding riding on the correct side of the road, and to note any infringements that may be detected during the course of the race.
- Move to the finish before the race ends and observe any infringements that may occur during and after the final sprint;
- Take note of any altercations or incidents that occur and forward a report to the State body.

Hierarchy of Referees

- Upgrading to a 'State' Referee, will require attending several opens as a race official, to assist with the marshalling at the start, travelling with an accredited open referee, and observe and act as a scribe during the race.
- To move to a 'National Referee' requires attending Australian National Championships in a race working capacity alongside a National Referee.

OUTLINE OF RACE DAY DUTIES

- As per the AVCC Racing Rules and Regulations, the controlling Referee on the day shall be in control of an event and shall have the power to direct all riders, officials, members, marshals and other involved persons. The controlling referee shall have the power to penalize riders, officials and members from the time he or she arrives at the race precinct and until such persons are clear of the precinct following the end of the event and to such time as the referee is able to interview the person(s) involved and the dispute is resolved. of
- The referee shall also have the power to call off a race if conditions on the course are considered too hazardous, or if the weather poses danger to competitors. This in the case of lightning, extremely high winds, floods, etc.

The referee shall:

- Check that the appropriate permits have been received and endorsed by the relevant authorities.
- Confirm course details and check for hazards.
- Check that signage is correctly set out.
- Brief course marshals and ensure that all marshal points are manned according to permit instructions. If need be, appoint additional marshals if hazards are discovered. In States where qualified marshals are mandatory, ensure that all are accredited.
- Ensure that at least one qualified non-riding 1st Aid person is in attendance.
- Check grade or handicap start times, to ensure that racing gaps are adequate.
- Ensure that all officials including times keepers and race judges are aware of their duties and are at their posts when required.
- Ensure that all riders are at the start at least 5 minutes before start time.
- Brief riders as to any hazards on the course, and ensure they are aware of the AVCC Racing Rules and Regulations.
- Inform riders that they should warn slower riders or bunches when overtaking as a bunch.
- Arrangements should be made to warn bunches when other bunches are on their bell lap and to instruct them to give way or hold back when a finish by the other bunch is imminent.
- Ensure that cameras or other electronic or recording appliances are functioning, and ensure that judges are present as a backup at the finish line.
- Ensure that finishing results are recorded.
- Ensure that finishes are conducted safely and that other road users are signalled as to a finish taking place.
- Riders should be asked to report to the finish line if they are a DNF.
- Check that road signage is removed as soon as possible after the conclusion of a race.
- Receive reports of any untoward incidents from marshals and other officials or record complaints from competitors.
- In the case of an appeal against a rider by an official or other rider/s, warn the accused rider that he/she must appeal in writing within 30 minutes of a penalty being imposed. To avoid a frivolous complaint, ensure the appeal is covered by

a \$50 appeal's fee. This is to be returned if the complaint is deemed not to be frivolous, or if the appeal is successful.

- When duties are completed the controlling referee must **ensure that the Race Day Check List form is completed and filed.**

Marshals

- Impress on Marshals that their primary concern is the safety of riders and other road users.
- Ensure each marshal has a UHF radio and/or mobile phone, road worker's safety vest, slow/stop sign, witches hats and any road signs (unless these are laid out by another official). Ensure signs are positioned along the course at distances determined by the permit authorities. Make sure marshals have the Race Director's contact details.
- Assign a location to each Marshal and explain particular responsibilities associated with that location.
- Ensure their vehicle is safely parked well clear of the marshalling point.
- Ensure they can be seen by oncoming traffic (if possible at least 100m sight line in both directions).
- Ensure they have a safety 'refuge' in case of danger.
- Brief all Marshals on limits of responsibility. Stress that if necessary they are to stop riders to ensure other road users have right of way at intersections and turn points.
- In most States marshals are not allowed to stop traffic, in others this is allowed in 60kph areas. In the former, if necessary, riders should be stopped until traffic is clear.
- Marshals should take up a safe position in readiness to signal a rider or riders.
- They should show confidence and should be sure and clear and definite with their signals.
- If traffic appears while riders are negotiating a turn, attract driver's attention to the situation with clear and confident signalling. If necessary stop the riders who have not yet turned.
- At all times, marshals should show courtesy to other road users.
- Marshals are to contact the Director when they are in position and if/when they leave.
- Inform marshals that they should not leave their posts until the last rider has passed that point. If no other arrangements are in hand, the last marshal to be passed shall follow in the direction of the race to ensure that all riders reach the finish. They should report any rider left stranded to the Referee or Race Director who shall in turn arrange for the rider to be picked up.
- Unless other arrangements have been made, the marshals should:
 - Gather up signs/equipment.
 - Check immediate area and ensure that it is free of litter.
 - Advise the Referee or Race Director that all riders have passed and that they are returning to the start/finish area.

Sign-In Table Procedures

- The highest qualified Referee or Race Director shall ensure that signing-on procedures are conducted as smoothly as possible, and shall ensure that only *bona fide* AVCC licence holders are allowed to start. This is particularly

important for insurance purposes at the start of each year. The golden rule is – NO LICENCE, NO RIDE. Note: Referees should ensure that anyone over the age of 80-years has been cleared by the insurance company to compete in races.

- The exception to the No Licence, No Ride rule is when a rider who has not previously competed in an AVCC event requests a trial ride. The rider shall fill in and sign a membership registration form containing the approved AVCC wording and should be informed that he/she is only covered for insurance purposes for the duration of the race and that the next time they compete they must join the club or another AVCC club.
- At all times, the Handicapper or his/her delegate shall be available at the nomination desk to arbitrate on grading and to discuss appropriate grades for trial riders.
- Riders should be informed of the time that nominations close and informed of their time of start for each grade. They shall also be told to line up 5 minutes before their respective start,

Start Line Procedures

- Ensure the starting official or appointed official is familiar with operation of timing systems (stop watches/electronic timing/cameras) and the starting intervals between grades/groups. For time trials the start time for both ‘starting’ and ‘finishing’ stopwatches and computer should be synchronized.
- Keep all waiting riders off the road. Ensure area is safe and other traffic is not impeded.
- Write down the start intervals for each grade for later use when calculating results.
- Brief each grade/group of riders on course details and safety issues. Inform them they must obey the Traffic Rules, they must not cross double lines, they must sprint in a straight line and that the raising of one or two hands at the finish is prohibited. They should be informed that failure to abide by these regulations will result in disqualification and possibly additional penalties. Urge riders to remind others of these discretions during the event.
- Inform each group of the total distance and/or number of laps (or time plus number of laps for criteriums), and also of location of any turn point or neutralized areas.
- All riders should be provided with details and location of any known hazards, road works gravel/sand patches, pot holes, water hazards on the road, etc.
- They should also be instructed to keep to the left hand side of the carriageway to enable following vehicles to overtake the group safely. Riders at the rear of a group are to warn riders ahead, of vehicles approaching from behind.

Finish Line Procedures

- Mark the finish line with a straight line across the road (masking tape or painted line) and display the chequered flag so it is clearly visible to riders 300metres from the finish line. Mark the finish point with Cones.
- Ensure that spectators do not encroach onto the road at the finish, and ensure that any camera or other technical equipment is not obstructed.
- If there is a protest, take statements from as many riders as necessary and refer the protest to Controlling Referee or Race Coordinator who will decide whether the protest is upheld, or is dismissed. As per the AVCC Racing Rules and

Regulations, the Appeals Board shall consist of the Controlling Referee present plus two others appointed by that Referee, providing that none are involved in any way with the dispute.

- In the case where a finishing position is disputed and found in favour of the complainant, the order of finish shall be amended before prizes are determined. If requested, competitors should be allowed to see the order of finish before prizes are allocated.
- Ensure that all competitors are accounted for and if necessary the course should be checked for missing riders.
- Competitors who believe they have qualified for a prize may claim their placings with the Claims Stewards immediately after the finish. Prize winners shall attend prize-giving ceremonies unless they have been granted dispensation by the race organizer.
- In the event of a rider or riders being disqualified in a race, the referee at his or her discretion, will move the next placed rider or riders up to take the place or places of the disqualified rider or riders.
- Trial riders are NOT eligible for prizes or medals.

Announcements & Presentations (Not necessarily by the Referees)

- Prepare your notes for Presentation of results/prizes.
- Ensure trophies/medals and or cash prizes are at hand. Visitors DO NOT receive trophies or medals.
- Arrange for an appropriate official/presenter to assist.
- Announce details of visitors, thanks the marshals, any administrative issues, the venue for the next event, etc.
- Announce future races and other club events. Where nominations are to be received in advance, announce the details.

After the Event (Not necessarily by the Referees)

- Ensure all road signs have been retrieved from the course.
- Ensure all race numbers have been collected from riders.
- Ensure that all hired transponders are returned.
- Ensure all battery-operated equipment is switched off. Remind person responsible for the equipment and trailer if they need to be charged
- Ensure all equipment is securely packed in trailer.
- Collect all rubbish and ensure site is clean and tidy.
- Ensure all results are delivered to a Race Committee member and/or the Web Master.
- Report as needed to Committee on matters of note/controversy and record such in the committee Minutes.
- Report deficiencies in equipment and/or consumables to the Property Officer.