

## Cycling BC Event Representative

- Contact Cycling BC Office for a recent copy of the UCI and Citizen license member list
- Maintain a supply of forms in case the organizer runs out:
  - Single Event License forms
  - UCI / Citizen license forms
  - Citizen to UCI and Single Event License to Citizen/UCI license forms
  - Generic BC Cup Entry Forms (soon to be added to web site)
- Assist the registration volunteers provided by the organizer
  - Contact the organizer in advance to confirm the dates, times and location of race registration and sign-in
  - Contact the organizer in advance to confirm that they have assigned number plates to entries received via on-line registration
  - License checking
    - Check licenses personally and / or show the organizer's registration volunteers how to check licenses and then monitor them during registration to ensure that it is being done correctly
  - Dealing with membership and license problems:
    - Incorrect categories
    - Lost / missing licenses
    - Licenses not yet received from the office
    - New Citizen/UCI license applications
  - Deal with single-event license applications
  - Answer member questions about race categories, membership, and licenses
  - Collect the completed single-event license forms and Citizen/UCI license applications as well as any money collected for these and send them back to the Cycling BC office
  - Ensure that the registration volunteers produce a list of corrections to on-line registration entries
  - Ensure that any new in-person entries are given to the Timing Technicians for entry into the timing system
  - If the organizer's registration volunteers are having trouble, pitch in to help them out
- Work with the Lead Timing Technician to produce start lists and race results
  - Pass changes to pre-registration entries on to the lead timing technician for entry into the timing software

- Pass day-of-race entries on to the lead timing technician for entry into the timing software
- Help the Lead Timing Technician review the start lists for errors
- For BC Cup and Provincial Championship events
  - BC Cup
    - When results for Elite Men and Elite Women are available, quickly tabulate the series points to determine if there is a new series leader. If so, announce the new series leader during the awards ceremony
  - BC Championships
    - Go through the results for the championship categories; ensure that the top 3 Cycling BC members in each championship category receive a gold, silver or bronze medal. For Elite Men / Women and Junior Men / Women, ensure that the highest placed Cycling BC member receives a provincial champion's jersey
  - Other events
    - Assist the organizer with the awards ceremony, if needed
- Consult with the Chief Commissaire in case of a question concerning the rules of the sport, or a question concerning the eligibility of a rider to enter a particular category (if it is unclear what category is appropriate, or if the rider is asking to enter a category that they may not be eligible to enter).