



BMX Staging and Finish Judge Course Manual

Provincial 'C' Level BMX Commissaire Course

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Module 1: Preparing to Officiate at a BMX Event

This section of the course deals with the background information you need to understand the role of Commissaires in BMX. Topics found in this section include:

- The role of Commissaires
- The administrative structure of Cycling and BMX
- The importance of interpersonal communication skills
- Ethical responsibilities of Commissaires
- Teamwork and the role of the Commissaires' Panel

Lesson 1: The role of Commissaires at BMX events

Commissaires – Referees for Cycling Events

Like other sports, BMX competitions are supervised by a group of referees. In all of the Cycling disciplines including BMX, these referees are called “Commissaires”. The main job of the Commissaires is to watch each race and penalize any illegal activity which has the effect of disadvantaging one or more other riders. In doing so, the Commissaires are responsible for controlling the pace and sporting aspects of the race.

Typical Commissaire Roles

Commissaires at BMX races typically perform many jobs, each contributing to the sporting control of the race. Among other things, Commissaires at BMX events are involved in:

- Registration
- Race Scoring
- Moto Building
- Staging
- Judging the racing on the track
- Recording the finish order of each race

Two very important tasks involve race staging, finish judging, and license checking. The goal of this course is to introduce new Commissaires to the skills need to successfully work as stagers and finish judges, and to help with the license check at registration. These basic officiating skills must be learned and practiced before learning how to perform other Commissaire jobs.

Skills and Knowledge You Need to Work as a Commissaire

You need to know the basic skills required for your level of certification, and the expected level of performance for those skills. You also need to know the rules applicable to the Commissaires roles that you will be certified to perform. This course describes the basic skills you need to work in staging and at the finish line. Throughout the course the rules of the sport that you need to know for these jobs are identified. Therefore, in order to complete the course successfully, you will also need a copy of two parts of the UCI Regulations, available from the UCI Web Site.

These documents are:

- Part I, “General Organization of Cycling as a Sport”
- Part VI, “BMX Races”

These documents are available from <http://www.uci.ch> in the “Rules” section of the web site; they are in Adobe PDF format.

Administrative Structure of BMX and the other Cycling Sports

It is important for you to understand the administrative structure of your sport. The structure of BMX and the other Cycling sports is similar to that of many other sports.

All Olympic sports are represented internationally by an “International Sport Organization”. In the case of the Cycling Sports, including BMX, this body is known as the UCI, or International Cycling Union (Union Cycliste Internationale, in French). The UCI headquarters are in the town of Aigle, in Switzerland. Its web site is: <http://www.uci.ch>

The UCI represents the interests of the Cycling Sports to the International Olympic Committee (IOC), and coordinates the organization of the World Championships and other international cycling events. It also sets the international rules for each of the Cycling Sports, including BMX. The UCI is governed by its member National Federations.

The Canadian Cycling Association (CCA) is the National Federation for the Cycling Sports in Canada including BMX. It is a member of the UCI; its role is to manage the national racing calendar for each Cycling Sport, coordinate and direct the operation of the National Cycling Teams, and set the national rules for each Cycling Sport. The CCA is governed by a board of directors elected by its member Provincial Federations. The CCA headquarters are in Ottawa; its website is: <http://www.canadian-cycling.com>

Cycling British Columbia is the Provincial Federation for the Cycling Sports in British Columbia including BMX. It is a member of the CCA and by extension, the UCI. Its role is to manage the provincial racing calendar for each Cycling Sport, coordinate and direct the provincial cycling teams, and to set the provincial rules for each Cycling Sport. Cycling BC is governed by a board of directors elected from among its members. The Cycling BC headquarters are in Vancouver; its website is: <http://www.cyclingbc.net>

Cycling BC also is responsible for developing Commissaires for each Cycling Sport. As a result, BMX Commissaires in BC are trained, certified, evaluated, and assigned by Cycling BC.

Individual BMX tracks in Canada are members of their Provincial Federation for Cycling; in British Columbia, Cycling BC fills this role. Commissaires are usually members of one of the BMX tracks, and

officiate at district races held at that track. The Commissaires belonging to each track may also officiate at Provincial BMX races when assigned to do so by Cycling BC.

All Commissaires in Canada are also individual members of their Provincial Federation; each active Commissaire in British Columbia must therefore have an annual membership in Cycling BC in order to work as a Commissaire, even at district races local to their own track. This ensures that all Commissaires are trained and work to the same minimum standard throughout the sport. It also ensures that each individual Commissaire is protected Cycling BC's insurance policy while officiating.

Training and Certification Process for BMX Commissaires

In British Columbia, BMX Commissaires are trained and promoted through the following process:

1. *Staging and Finish Judge (Level: Provincial C)*
 - a. Follow the Staging and Finish Judge self study course (this document)
 - b. Pass a mail-in test based upon the material and rules presented in the self study guide
 - c. Work at 6 BMX events (3 in staging, and 3 as a finish judge) under supervision
 - d. Certified as a Staging and Finish Judge
2. *Track Referee and Race Administrator (Level: Provincial B)*
 - a. Attend the Track Referee and Race Administrator Training Course
 - b. Pass a test based upon the material and rules presented in the course
 - c. Work at 6 BMX events (4 as a track referee and 2 as administrator)
 - d. Certified as Track Referee and Race Administrator
3. *Event Chief Commissaire (Level: Provincial A)*
 - a. Attend the Event Chief Commissaire Training Course
 - b. Pass a test based upon the material and rules presented in the training course
 - c. Job shadow the Chief Commissaire at a provincial BMX event on 2 occasions
 - d. Pass a practical evaluation as Chief Commissaire at a provincial BMX event
 - e. Certified as an Event Chief Commissaire
4. *National BMX Commissaire*
 - a. Certified as an Event Chief Commissaire (Provincial A Level)
 - b. At least 2 years total experience certified as a Provincial Commissaire
 - c. Recommended by Cycling BC to attend the National Commissaire Course
 - d. Attend the National Commissaire Course and pass the written and oral examinations
 - e. Pass a practical evaluation as a member of the Commissaires' Panel at a National or International BMX event
 - f. Certified as a National BMX Commissaire
5. *International BMX Commissaire*
 - a. Successfully follow the process outlined in the UCI Regulations concerning the training and certification of International Commissaires

Traits and Ethical Responsibilities of Effective Commissaires

In order to work effectively as a Commissaire, you need more than some experience in the sport and knowledge of the job and the rules. The way that you perform your duties is just as important.

Effective Interpersonal Communication

A big challenge with officiating in any sport involves dealing with the other participants. This means that you must be able to listen to others and to announce your decisions clearly and firmly, but in a manner that is respectful of all involved.

Though developing interpersonal communication skills is beyond the scope of this course, two very important such skills that you can improve with practice include:

Active Listening

Showing the other person that you are listening to them by:

- Not talking while they are speaking
- Using body language that demonstrates you are paying attention (e.g. maintaining eye contact, facing the person, maintaining an open and attentive posture)
- Repeating what you think the other person has said back to them in your own words, and then giving the other person the chance to tell you whether or not your summary is correct; the other person doesn't know if you have understood them unless you can accurately reflect what they said

Communicating Assertively

Assertiveness is about firmly promoting your point of view in a way that maintains respect for the other person involved. Techniques such as these can help you do this:

- Active Listening; see above... this is by far the most important communication skill you can learn
- Repeating your position over and over and over; known as the "Broken Record" technique
- Acknowledging the other person's feelings about the situation
- Respectfully, but firmly ending the conversation if it is clear that a situation can't be resolved productively in the amount of time available

Ethical Concerns for Commissaires

Amateur sport is about providing a competition that gives all participants the chance to perform at their best. As a Commissaire, you have an obligation to help make this possible by working in an ethical manner. There are two particularly important ethical aspects of officiating that even new Commissaires should strive to practice.

Consistency

The best sports officials are often the most consistent in their decision making. That is, they will respond in the same way whenever a similar situation occurs. It is very important to realize that consistency does not mean following the letter of the rules in a black and white fashion, or always making the same

decision without thinking about it. Consistency refers more to consistency in your decision making process when deciding how to deal with an incident, rather than the substance of the decision itself.

This decision making process includes:

- Thinking about the facts of the incident
- Deciding which rules apply based upon the facts
- Deciding whether the incident has put one or more other participants at a disadvantage
- Consulting with other Commissaires if there is time
- Settling on a course of action taking all of the factors above into account

A consistent, good quality decision making process consistently produces appropriate decisions.

This can be difficult to get right; it requires experience both in the sport and as an official; fortunately, as you become more experienced, your judgment and decision making ability will improve.

Dealing with Conflicts of Interest

As a Commissaire, you need to identify and avoid conflicts of interest while officiating. As a Commissaire, a conflict of interest occurs when you have more than one duty or interest involved in the race where you are officiating, and one of those interests could possibly corrupt your motives or actions concerning your other duties.

Conflicts of interest are not a problem, as long as you identify and deal with them. They only become a problem and cast doubt on your job as a Commissaire if you ignore them.

The most common conflicts of interest happen when you have one or more close friends or family members participating in a race where you are officiating.

This situation can put you in a conflict of interest in two ways:

1. The perception that you might influence a decision concerning a participating family member or friend
2. The possibility that the time you need to provide care or support for children who are participating in the event will interfere with your ability to perform your Commissaire duties

Fortunately, both of these conflicts of interest are easily fixed. To deal with the first situation, simply tell the other Commissaires that you have a family member participating in the event, and that you will be unable to participate in making any decision concerning an incident involving them.

The second situation may or may not be a problem; for most district races, the pace is slow enough that you'll have time to look after the kids. However when working at provincial races, most Commissaires are continuously busy with the race. If you accept assignment to a provincial race, or are helping with a

National or International Race, then it is best to plan ahead and make arrangements to have a friend or other family member look after any dependent children during the race while you are busy officiating. This arrangement is also better for any of your children who are participating in the race, as they can count on having the person you arranged to care for them for the day being available to help them, which is a guarantee that you can't make if you are busy with the race.

Team Work and the Commissaires' Panel

Commissaires Panel

Commissaires usually work together as a team; this team is usually known as "The Commissaires' Panel". While each Commissaire has their own duties at the race, these duties are usually carried out in collaboration with other Commissaires.

The number of Commissaires assigned to races depends upon the level of the event. Most provincial BMX events in BC have a Commissaires Panel of 5 members; these officials are assigned by Cycling BC. Also, the track which is hosting the event will supply some volunteers to help as staging and finish judges. Ideally these volunteers will also be trained and licensed as Commissaires.

Commissaires work together as a team for several important reasons:

- To delegate responsibility for important officiating tasks so that they can be done effectively and efficiently
- To improve the quality of decisions by providing a forum for multiple points of view
- To provide backup for one another in case one or more officials must divert their attention away from the race for some reason

The Chief Commissaire

The person who is appointed to direct and supervise the work of the Commissaires' Panel is the Chief Commissaire (also known as the President of the Commissaires' Panel). The Chief Commissaire's job is to ensure that the event is properly supervised. This is done by working with the race organization and by managing the work of the other Commissaires. The Chief Commissaire has the final say over any sporting aspect of the event.

Team Effort and Solidarity

The Commissaires' Panel works most effectively when it operates as a team. A team is group of people who, through their individual efforts, unite to achieve a common goal.

In order for a team to be effective, it is important that each team member places the work of the team first. It is also important that each team member should trust and respect the other team members. The corner-stone of this trust depends mostly upon communication between officials. As a result, all members of the team need to deal with each other continuously and openly.

A final point involves solidarity within the Commissaire team. That is, once the Panel has made a decision, it is important that every member of the Panel should publically support the decision, whether they individually agree with it or not. The time for discussion ends once the decision is made.

Lesson 1 – Points for Review and Performance Expectations

Following this course, you should be able to:

- Explain the responsibilities and main jobs of BMX Commissaires
- Identify the levels of certification of BMX Commissaires and the process for achieving them
- Identify two interpersonal communication skills important for Commissaires
- Describe two Ethical Concerns of Commissaires
- Describe the role of the Chief Commissaire
- Describe what is meant by the term “team work”
- Explain the basic Administrative Structure of the Cycling Sports, including BMX
- Identify the address of the web site where the UCI BMX rules can be found

Lesson 2: Preparing for the Race

Event Schedule

For any race where you will officiate, you need to have the event schedule. For BMX races, the information that this schedule contains includes:

- The opening and closing times of registration
- The practice times for each category
- The time at which the race begins
- The estimated time when the race will end

Commissaires are involved in every part of the event schedule. Even for local district races, it is important for the Commissaires to know the schedule far enough in advance to plan for their arrival and departure from the race.

Arrival / Departure Times

For most races, it is best to plan on arriving 30 minutes before the scheduled start of the first practice, unless you hear otherwise. If you are unsure, it is best to contact the Chief Commissaire for the event, or the host track. For major races, arriving an hour before the schedule begins is often a good idea as there is usually more to do.

As you are part of the team that is helping to run the event, it is important not to leave until the Chief Commissaire has released you. For this reason, it is important to allow for the possibility that the race will end later than scheduled because of an unforeseen delay.

Arrange for Care of Dependent Children

When assigned to provincial races, remember to arrange for the care of any dependent children for the day of the race so that you can concentrate on your responsibilities as a Commissaire and make sure that any of your children who might need help preparing for their race have that help.

Meeting Times

For major races, the Chief Commissaire will sometimes ask all of the Commissaires to attend both a pre-race briefing and a post-race debriefing. The pre-race briefing at provincial races is usually held between the end of practice and the start of the race.

The pre-race briefing is important for several reasons:

- To make sure that everyone has the same information about the race and the race schedule
- To make sure that all important jobs have someone assigned to perform them
- To give all of the Commissaires a chance to bring up any questions or issues about the race
- To distribute the radios if it hasn't already been done
- To give everyone a chance to mentally prepare for the race
- To introduce all of the Commissaires to each other and establish the idea that communication throughout the rest of the race is important

The post-race debriefing is also important, but for different reasons:

- To give the Chief Commissaire a chance to go over the performance of the Commissaires' Panel and make note of particular successes and points needing improvement
- To give the other Commissaires a chance to discuss any particular challenges they identified

All Commissaires at a race are usually asked to take part in these meetings; if for some reason you can't attend, it is important to tell the Chief Commissaire that you can't attend.

Weather Forecast

To prepare for your day at the race, find out the weather forecast for the area where the track is located. You should be prepared to work in any weather. The weather forecast gives a good idea of whether or not delays in the schedule are likely, allowing you to adjust your travel plans to and from the race accordingly.

Lesson 2 – Points for Review and Performance Expectations

Following this course, you should be able to:

- Explain why it is important to review the race schedule in advance
- Describe the factors to consider when planning your arrival and departure times
- Explain why it is important to attend the Commissaire meetings
- Identify at least three things that you should do in advance to prepare for the race

Lesson 3: Personal Equipment Needed by Commissaires

In order to be effective as a Commissaire, there is some basic personal equipment that you'll need to bring with you to each race where you officiate. The minimum equipment list for provincial BMX Commissaires is:

- A clipboard
- Several pens
- Loose leaf paper, either lined or graph paper works well
- A whistle
- A wrist watch
- A large, clear plastic bag to cover the clipboard so it can be used in the rain
- A small notebook that can fit in your pocket
- A copy of the current UCI BMX rules

Also, it is important to dress appropriately, keeping in mind that BMX Commissaires must be able to work in comfort in any weather conditions. It's important to come prepared for possible changes in the weather. It is strongly suggested that you also bring the following to ensure that you can officiate comfortably regardless of the weather:

- Spare clothing, including rain wear
- Comfortable, practical shoes
- A hat and gloves
- Sunscreen
- Water and snacks

Clothing should also be comfortable, neat, and appropriate. When choosing clothing, it's important to keep in mind that your clothing choice can be an effective tool to help you maintain the respect of the riders. Much of your authority as an official comes from maintaining a bit of distance from the riders; that is, being approachable and friendly, without being too familiar (the expression "familiarity breeds contempt" is surprisingly true). Clothing choice can do much to establish the separation necessary to do your job effectively.

The final item of personal equipment that you need in order to officiate is your Cycling BC Commissaire uniform.

The Commissaire uniform consists of both a short-sleeved button-up shirt and a vest. Either or both may be worn, depending upon the weather. Whichever you choose, it is important to wear your uniform when officiating, so that others can easily identify you as a Commissaire. The uniform brands you as one of the representatives of Cycling BC appointed to supervise the race.

Because the uniform identifies you as a Commissaire, it is also important that you do not wear it when you are not officiating; only those officials appointed as the Commissaires for the race can wear the uniform.

Lesson 3 – Points for Review and Performance Expectations

Following this course, you should be able to:

- Identify the personal equipment needed by Commissaires
- Describe the basic clothing standards that apply to Commissaires
- Explain why wearing your Commissaire uniform is important
- Describe when you should not wear your Commissaire uniform

Lesson 4 – Equipment Supplied by the Host Track

Just as Commissaires must have some basic equipment that they need to officiate, the track that is holding the race must also maintain some basic equipment for the use of the Commissaires. This includes:

- A set of at least 4 yellow flags and 1 red flag for use of the Commissaires on the track
- At least one Moto Sheet and Race Results Posting Board
- A power supply, computer, and high speed printer for use with the Moto Building Program (BEM)
- Pens
- Pads of paper for recording the finish order
- Shelter for the scorer at the finish line (usually a tent), a table, and chairs
- Miscellaneous office supplies – tape, a stapler, file folders, envelopes, etc.
- A radio system for the use of the Commissaires

Upon arrival, the Commissaires should confirm that the track has this equipment available. Most BMX tracks acquire this equipment over time and generally have these supplies available; however, it is best to verify that this is the case so that it can be obtained in time for the race if it is missing.

Lesson 4 – Points for Review and Performance Expectations

Following this course, you should be able to describe the equipment that BMX tracks need in order to run races.

Module 2: The Sport of BMX

The first section of this course dealt with the role of Commissaires in the sport of BMX and the basic information needed to do that job effectively. This section of the course covers the basics of how BMX events are run. In particular, this section describes the physical layout of BMX tracks, race categories, race registration, and the sequence of events that happen at every BMX race.

Lesson 1: Layout and Dimensions of a UCI Compliant BMX Track

This lesson describes the size and features of a track that complies with the UCI regulations. While Cycling BC encourages BMX clubs to have tracks that fit the rules as much as possible, many tracks do not exactly meet the dimensions described in the rules. As long as a track is built in a way that keeps the level of risk reasonable for the riders, it can be used for local racing. However, depending upon how exactly the track doesn't comply with the rules, it may mean that the track is disqualified from holding provincial, national or UCI level events.

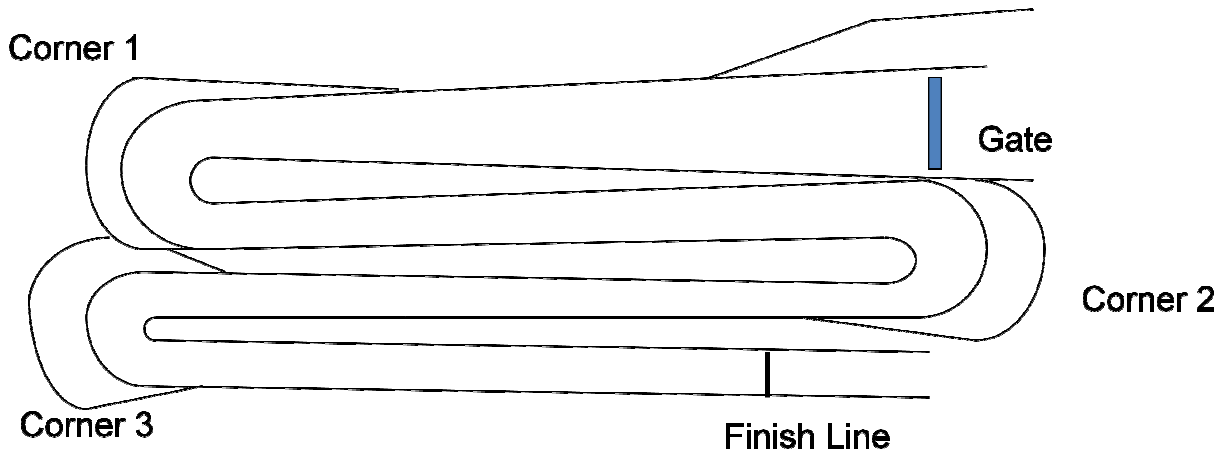
Whatever their exact dimensions, BMX tracks always have the following physical features:

- A starting hill
- A starting gate
- A variety of jumps
- Banked corners
- A finish line

The dimensions for BMX tracks in the UCI Regulations are as follows:

- *Track*
 - Must be between 300 m and 400 m length in total
 - Must be at least 10 m wide at the start and not taper to less than 5 m through its entire length
 - Must have at least 3 corners
 - The first corner must have the riding surface at least 6 m wide
 - The first straight must be at least 40 m long
- *Starting Hill*
 - Top of the hill at least 1.5 m above the level grade of the track
 - Wide enough to accommodate a track width of 10 m
 - The slope from the gate down to the level grade must be at least 12 m
- *Starting Gate*
 - Must be 8 m wide
 - Gate section should be at least 50 cm high, and make a 90 degree angle with ramp upon which the bicycles rest
 - Lanes 1 through 8 must be marked on the gate
 - Must be electronically controlled

- *Finish Line*
 - A 4 cm wide black strip marked in the center of a 24 cm wide white strip (leaving 10 cm of white on each side of the black line)
- *Safety zone*
 - The edge of the riding surface of the track must be separated from any barrier or fence by a distance of at least 2 m
 - The track, the start hill, and finish zone must be separated from the spectators by a perimeter fence



Rulebook Review – Dimensions of BMX Tracks

These rules about the size of BMX tracks are in Part VI “BMX Races” of the UCI Regulations; articles 6.1.026 to 6.1.045 apply. Keep in mind that these rules are oriented mostly at tracks that wish to hold UCI level BMX races. However, the closer that any track can comply with these rules, the better it usually is for the riders.

Lesson 1 – Points for Review and Performance Expectations

Following this course, you should be able to describe the basic components and dimensions of a UCI Compliant BMX track.

Lesson 2: Categories of Riders

As a Commissaire, you need to understand the rider categories for BMX races. There are many different category systems used throughout the BMX world, however there are some standards.

First, categories (also known as “classes”) are divided by bicycle type. There are two types of bicycles used in BMX:

- 20 Inch (the most common type); refers to the size of the wheels
- Cruiser (also known as 24 Inch); also refers to the size of the wheels

Second, the categories for both types of bicycle are further divided into:

- Championship Categories: these are the “professional” riders – the top level of competition in the sport
- Challenge Categories: these include all of the youth and adult recreational categories
- Master: A category for men 30 and over who decide to compete in this category when signing up for their license; it only applies to the 20 Inch bicycle type

Finally, both the challenge and championship categories are subdivided by gender and age. For some races such as Provincial Championships, National Championships, and World Championships, riders in each of the Challenge and Championship Categories race only in their age groups.

For most other races, the Challenge Categories are also divided into ability categories, depending upon gender. For most age groups, Male Challenge Categories are divided into three ability levels, as follows:

- Novice (riders new to the sport)
- Intermediate (riders who have won a certain number of races; the exact number of wins varies by region)
- Expert (riders who have won even more races; again, the exact number of wins varies by region)

Also, Female Challenge Categories are divided into Novice and Expert ability levels for most age groups.

The exact list of categories offered depends upon the province or country where the race is held. For UCI races, the following list describes the age categories that are recognized by the UCI, as of the end of 2009. A list of categories commonly used in BC is available on the Cycling BC web site (www.cyclingbc.net).

Important! For BMX, ages are calculated as of the end of the calendar year. For example, someone who turns 15 in November is considered to be 15 for the entire year, even though their actual age is still only 14; such a rider would participate in the 15 year old age category beginning in January. The easiest way to calculate a rider’s age is simply to subtract the year of their birth from the current year. Example: 2010 – 1995 = 15 years old.

20 Inch Bicycles

- Master: Male 30 and over, but only those who elect this status
- Championship Categories
 - Male:
 - Junior (ages 17 and 18 as of December 31 in the current year)
 - Elite (ages 19+)
 - Female:
 - Junior (17 and 18)
 - Elite (19+)

- Challenge Categories
 - For UCI races, the minimum age is 5 (actual age on the day of the race)
 - Male:
 - Ages 5 and 6
 - Age 7
 - Age 8
 - Age 9
 - Age 10
 - Age 11
 - Age 12
 - Age 13
 - Age 14
 - Age 15
 - Age 16
 - Ages 17 to 24
 - Ages 25 to 29
 - Ages 30+
 - Female:
 - Ages 5 to 7
 - Age 8
 - Age 9
 - Age 10
 - Age 11
 - Age 12
 - Age 13
 - Age 14
 - Age 15
 - Age 16
 - Ages 17+

Cruiser (24 Inch) Bicycles

- Championship Categories
 - Male:
 - Junior (ages 17 and 18 as of December 31 in the current year)
 - Elite (ages 19+)
 - Female:
 - Junior (17 and 18)
 - Elite (19+)

- Challenge Categories
 - For UCI races, the minimum age is 5 (actual age on the day of the race)
 - Even for non-UCI races, there are no ability categories for the Cruiser bicycle type
 - Male:
 - Ages 12 and under
 - Ages 13 and 14
 - Ages 15 and 16
 - Ages 17 to 24
 - Ages 25 to 29
 - Ages 30 to 34
 - Ages 35 to 39
 - Ages 40 to 44
 - Ages 45+
 - Female:
 - Ages 12 and under
 - Ages 13 and 14
 - Ages 15 and 16
 - Ages 17 to 24
 - Ages 25 to 29
 - Ages 30 to 34
 - Ages 35 to 39
 - Ages 40 to 44
 - Ages 45+

Rulebook Review – Rider Categories

The rules about the current race categories are in Part VI “BMX Races” of the UCI Regulations; articles 6.1.001 - 6.1.007 apply.

The Canadian Cycling Association has modified the list of UCI BMX Categories for use at races in Canada. It has defined the standard ability levels for males (Novice, Intermediate, and Expert) and Females (Novice, and Expert). These categories are used at National Calendar races; most provinces use categories that are fairly close to these. The list of CCA Categories is in the CCA Companion Guide to the UCI Rules, found on the CCA web site (<http://www.canadian-cycling.com>) in the “Commissaires” menu.

Category Combinations

There are often not enough riders entered in every category for a race in that category to be held. For UCI races, the minimum number of riders needed in a category is 5. For provincial races in BC and national races in Canada, then minimum number of riders needed in a category is 3.

If fewer riders than the minimum for the race are entered in a category, then that category must be combined with another category in order for a race to be held. Otherwise no race will be held for those riders, and their entry fees will be refunded.

The system of rules used to combine categories depends on the categories used in the race. Therefore, the exact category combination rules depend on the province or country where the race is held. The category combination rules in the UCI rule book only apply to UCI races such as National Championships and World Championships, or to non-championship UCI events for Elite and Junior riders.

The category combination rules for provincial and district races in BC are available from the Cycling BC web site (<http://www.cyclingbc.net>).

Lesson 2 – Points for Review and Performance Expectations

Following this course, you should be able to:

- Explain the difference between Challenge and Championship categories
- Explain how ages are calculated for BMX riders
- Explain the difference between the two types of BMX bicycle
- Describe the minimum number of riders needed to hold a category for both international races and provincial races in BC
- Describe where to find a list of the CCA and Cycling BC race categories

Lesson 3: How to Read a Racing License

Commissaires sometimes need to assist with the race registration process for races that have many entries. When doing so, your job will usually be to help check rider's licenses. So, it is important for you to understand the race registration process and know how to read a license card.

The Registration Process

Race entries are collected in two ways:

- a) Before the day of the race, usually over the internet, fax, or telephone
- b) In person at the race, either the day before or the morning of

Either way, everyone must briefly attend registration at the event to confirm their attendance and show their racing license.

The racing license is the identity document that confirms each rider's name, age, nationality, race category, and club / team. Also, it verifies that the person is a member of a cycling federation affiliated with the UCI; only people who are members of such cycling federations may enter races. Finally, the license proves that the person carries both liability and medical insurance covering them when they race; these are both required for participation.

At major races, the Administrative Commissaire's job is to oversee the race registration process, including the checking of each rider's license. For some provincial races and all district races, this task is the responsibility of the Track Operator. Some of the other Commissaires will sometimes help with license checking so that it can be done more efficiently.

The method used to check licenses is:

1. Look at the license and make sure that:
 - a. It is valid for the current year; the year the license is valid is printed on the license card
 - b. That is issued either by Cycling BC (it will say "Cycling British Columbia on it) or by a federation affiliated with the UCI (it will say "Union Cycliste Internationale" or "International Cycling Union" on it)
 - c. That the rider has signed the back of the license; note: it is okay for parents to sign for minor children; however, children old enough to understand what they are signing should sign it themselves
 - d. That a picture of the rider is attached to the license, if the license card states that a photograph is required

2. If the rider has pre-registered, double check that the data on the pre-registration list matches that on the license. If there are any errors in the pre-registration list, correct them. The important data is:
 - a. Rider's first and last name
 - b. Rider's home track or team
 - c. Rider's age and racing category
 - d. Rider's BMX ID number
 - e. Rider's UCI Code (UCI codes are a combination of the rider's nationality and date of birth in the form NNNYYYYMMDD examples: CAN19751123, USA19930310). The UCI code is important for UCI events where UCI points are awarded. For such races, the UCI code for every rider must be on the Moto sheets and race results, otherwise the UCI points can't be awarded

3. If the rider has not pre-registered, make sure that the information on the rider's entry form matches the license as described above in point 2

Some other notes about checking licenses include:

- Team managers, coaches, or parents can attend registration on behalf of riders as long as they bring the licenses for those riders with them

- If a rider does not have a picture attached to their license card, ask to see government photo identification. Parents with photo ID may vouch for the identity of minor children who don't have an ID card

- If a rider shows up at registration without their license, ask them to go and get it and come back to registration. If that is impossible, then ask to see photo ID and look them up in the BC membership list. If the rider is from out of province, then they need to contact their Cycling Federation in order to ask for a copy of their license (Fax, Photo Copy, or E-mail) is acceptable.

If the rider's membership can't be confirmed in this way, then rider must either buy a license at the race site (this is only possible for people who live in Canada), or withdraw their entry. Riders whose membership can't be verified can't enter the race. Keep in mind that bringing a valid license to registration is the rider's responsibility. While you should help that rider as much as possible, if they can't prove membership, they can't race. If you aren't sure what to do in such a situation, ask the Chief Commissaire

- Licenses from either the NBL (National Bicycle League) or the ABA (American Bicycle Association) are not accepted. Neither of these organizations is a cycling federation affiliated with the UCI. Members of these organizations must also possess and present an international racing license issued by the cycling federation in their province or country of residence (either USA Cycling for American residents) or by one of the Canadian provincial cycling federations
- International licenses are easy to recognize. They say either "International Cycling Union" or "Union Cycliste Internationale" at the top, followed by the name of the issuing federation, usually either the "Canadian Cycling Association" or "USA Cycling"
- USA Cycling also issues a "Domestic License". It can be identified easily, as it has the word "Domestic License" printed on it; such domestic licenses are not valid in Canada
- Nationality vs. Residency: Licenses are issued by the cycling federation in the province or country where the rider has their main residence. Regardless of their nationality, people who live in Canada must buy their license in the province where they live for most of the year; a good rule of thumb is the province that issues their drivers' license. People who live in the United States must buy their license from USA Cycling; this includes Canadian citizens who live in the United States. Similarly, people (regardless of nationality) who live in some other country must buy their license in that other country. A rider's nationality is determined by their UCI code, not by the country that issued their license card
- Rider Category Upgrades: Sometimes during a weekend event that features two or more races, a Challenge rider will earn enough wins before the end of the weekend in order to upgrade to the next highest ability level. If this happens, then the rider should be allowed to re-register in their new ability category for the remaining race(s) of the weekend event. The rider then needs to get an updated racing license from the cycling federation that issued it.

National Category Codes



Part of reading a license includes understanding the National Category Codes. The National Category Codes are shorthand that describes the rider's racing categories for each Cycling Sport they participate in, including BMX 20 Inch and Cruiser. The National Category Codes for BMX are in the table below.

Note: these codes apply only to Canadian licenses.

BMX				
Challenge 20"		Challenge Cruiser 24"		
5 yrs female	BW5	18yrs and under female		BCSW18
6 yrs female	BW6	19yrs and over female		BCSW19+
7 yrs female	BW7			
8 yrs female	BW8	12 yrs and under male		BCSM12
9 yrs female	BW9	13 & 14 yrs male		BCSM14
10 yrs female	BW10	15 & 16 yrs male		BCSM16
11 yrs female	BW11	17-29 yrs male		BCSM29
12 yrs female	BW12	30-34 yrs male		BCSM34
13 yrs female	BW13	35-39 yrs male		BCSM39
14 yrs female	BW14	40-44 yrs male		BCSM44
15 yrs female	BW15	45+ yrs male		BCSM45+
16 yrs female	BW16			
17-24 yrs female	BW17-24	Championship 20" & Cruiser		
25-29 yrs female	BW25-29	Junior women	BWJ	BCSWJ
30+ yrs female	BW30	Junior men	BMJ	BCSMJ
5 yrs male	BM5	Elite women 19+	BWE	BCSWE
6 yrs male	BM6	Elite men 19+	BME	BCSME
7 yrs male	BM7	Masters men 30+ (20" Only)	BMMCH30	
8 yrs male	BM8	<p>Note: The national rider category code reads as follows:</p> <p>1st letter:- discipline 2nd letter:- gender 3-5th letters and or numbers:- National category Last letter or number:- Ability</p> <p>Ability codes: Expert = .E Intermediate = .I Novice = .N</p> <p>The ability code is added after the National category code</p> <p>e.g. Challenge 12 yr old female novice:- BW12.N</p>		
9 yrs male	BM9			
10 yrs male	BM10			
11 yrs male	BM11			
12 yrs male	BM12			
13 yrs male	BM13			
14 yrs male	BM14			
15 yrs male	BM15			
16 yrs male	BM16			
17-24 yrs male	BM17-24			
25-29 yrs male	BM25-29			
30+ yrs male	BM30			

The following is a diagram of both the front and back of a Canadian international racing license:

UNION CYCLISTE INTERNATIONALE		2010
CANADIAN CYCLING ASSOCIATION		
Cat. UCI: Youth	Code UCI: CAN19941105	
Cat. Nat.: XMU17.S BM16.E BCSM16		
Surname/Given: Doe, John	Sex: M	
Address: 1234 Smith Street		
	Vancouver, BC, V5Y 3W2	
Birthdate: 05-Nov-94	Age: 16	
Nationality: Can	Tel.: (604) 425-5454	
Trade Team:		
Club: Vancouver BMX Club		
Prepared: 05-Mar-10	04899	

UNION CYCLISTE INTERNATIONALE	
CANADIAN CYCLING ASSOCIATION	
OPTIONAL PHOTO	The holder will abide by the UCI and CCA rules and regulations and accepts any drug and blood tests that may be performed.
If no photo is affixed, the holder shall present photo ID with license at all times.	
	
Licensee's Signature	President's Signature

Rulebook Review – Licenses and Registration

The general rules about licenses and race registration for cycling events are in Part I “General Organization of Cycling as a Sport” of the UCI regulations; articles 1.1.001 – 1.1.039 and 1.2.089 – 1.2.093 apply. The regulations specific to BMX events are in Part VI “BMX Races”; articles 6.1.001 – 6.1.007 apply.

Lesson 3 – Points for Review and Performance Expectations

Following this course, you should be able to:

- Describe the process used to check licenses at race registration
- Explain how to interpret BMX National Category Codes
- Describe how to tell the difference between international racing licenses and domestic licenses
- Explain whether or not ABA and NBL licenses are accepted at Canadian BMX races and why
- Describe what to do if a rider does not have their license with them at registration
- Explain the format and importance of UCI Codes

Lesson 4: How Commissaires are involved in running a BMX Race

Up to this point, the course has described the basic equipment and procedures needed to prepare you to officiate at a race. This lesson puts all of this earlier material into context by explaining in more detail how Commissaires are involved in running a BMX event.

The main activities involved in running a BMX event are:

- Registration
- Practice
- Moto Building
- Racing

Registration

Registration is the process used to accept entries for the race and include those entries in the rider list for each category. For a rider to be completely registered, the following must happen:

1. The rider must submit a race entry, at some point during the period of time when entries are accepted (usually up until the day of the race)
2. The rider must pay the entry fee
3. The rider or their representative must present their license to registration staff in order to confirm the details of their entry and prove that they have a valid racing license and are therefore not suspended by their cycling federation
4. Once the license and race entry are reconciled and accepted by the race organization, the rider's number plate is confirmed (though at some races, number plates are issued as part of the registration process) and the rider is included on the list of riders for his or her category

Once all of this is done, the rider is then completely registered; the rider's entry is not accepted nor is he or she fully registered until all of this has been done.

Once the registration period on the race schedule is over, no more entries are accepted. Also, it is important to note that riders are not allowed on the track until they are fully registered.

Practice

All BMX races must have at least one practice session so that riders can become familiar with the track. The practice typically begins at the same time, or slightly after registration has opened; this is because no-one is allowed on the track until they have completed the registration process.

Practice is usually divided into separate periods of time for the exclusive use of a group of categories. The categories included in each practice session are always listed on the event schedule. Riders who are not entered in one of the categories currently practicing are not allowed on the track or around the gate area.

The minimum period of time for practice is that which reasonably allows each rider to complete 4 laps of the track. Usually the amount of practice available for each category is much greater than this.

The practice sessions are part of the race event. Therefore, practice is supervised by the Commissaires. The tasks of the Commissaires assigned to supervise race practice include:

- Ensuring that rider equipment and clothing complies with the rules
- Ensuring that only riders whose categories are in the current practice session are on the track
- Stopping the practice in case of a crash where the rider(s) involved can't remove themselves from the track within a few seconds
- Ensuring that the practice schedule is followed

Practice supervision is also valuable because it is often possible to see which parts of the track are most likely to cause crashes or other problems during the race. This gives the Commissaires a chance to plan ahead for the race, and may give the track maintenance volunteers a chance to fix any problems that develop with the track surface.

Rulebook Review - Practice

Article 6.1.015 of Part VI "BMX Races" of the UCI regulations is relevant to practice.

Moto Building

Once the last race registration period has ends, it is time for the "Moto Building" process to begin.

Moto Building is the process of combining any categories with too few entries, and then of dividing those categories into racing groups, or Motos. As BMX gates only have 8 start positions, the maximum size of each Moto is 8 riders. Therefore, categories that have more than 8 riders must be split into equal groups of riders who will race together for the 3 rounds of the event. The Moto Sheets are the result of the Moto Building process; this document lists the riders in each Moto, as well as their gate positions.

Following the first 3 rounds of competition, the "finals" or "main" section of the competition begins, where only the top 4 riders in each Moto advance to the next round of competition.

After each final round, the race results from the previous round are used to "build" the Motos (or race groups) for the next round.

Rulebook Review – Phases of a BMX Race

Rule 6.1.014 of Part VI, “BMX Races” of the UCI regulations gives a good overview of the stages of competition in a BMX race:

A BMX race is composed of 3 phases, (1) the Motos, (2) the qualifiers (1/32, 1/16, 1/8, 1/4 and 1/2 finals depending on the number of participants), and (3) the final. The Motos are subdivided in 3 rounds, at the end of which the riders with the best overall result shall transfer to the qualifiers. The qualifiers are the elimination phase of the race. It is subdivided in several stages, which are distinguished from each other by their degree of removal from the final (1/32, 1/16, 1/8, 1/4 and 1/2 finals depending on the number of participants). The last phase is the final.

Racing

Once the Moto Sheets are posted and once the practice is finished, the competition can begin. The competition stage of a BMX event actually consists of several different activities. They are:

- Staging
- The start
- The race
- The finish
- Scoring and Transfers

Staging

Staging is the process of lining up the next Motos to race in order behind the gate. Though it sounds like a simple activity, it is important that staging is organized and that the area set aside for staging is set up well.

BMX is a fast paced sport; for races with large number of riders, 2 or 3 Motos can be on the track at a time – one starting the race at the gate, one spread out over the middle of the track, and the third finishing. For really large races, this has to happen in order to finish the event in a reasonable amount of time. On average, each race from start to finish usually takes between 30 and 60 seconds depending upon the length and difficulty of the track and the age and skill of the riders involved.

The staging system needs to supply riders to the gate as fast as it can be dropped – sometimes as fast as 2 or 3 Motos per minute. Further, the staging system must be well enough organized so that riders always start in their correct Moto. The staging system for a race with large numbers of riders should be able to accommodate up to 10 minutes worth of Motos; this is enough to keep the race flowing smoothly. Though it is an extreme example, at a rate of 3 Moto starts per minute, 10 minutes supply of riders is 30 Motos, or up to 240 individual riders and their bikes.

This usually isn't needed for most provincial races nor district races, but even races with smaller numbers of riders and a slower pace can run into trouble if staging isn't well organized.

Commissaires are involved in all parts of race staging. It is their job to ensure that riders move through the staging system seamlessly, grouped together with the rest of their Moto. During staging, Commissaires also keep an eye on the riders' clothing and equipment to make sure that it complies with the rules.

Working as a Commissaire in staging is described in detail in the next Lesson.

The Start

Once a Moto has passed through the staging system, it is assembled on the starting gate for the race start. The gate itself is an electro-mechanical device that holds the bikes in place during the start procedure. The start procedure is executed by a gate control box that uses a set of loud speakers and a starting light to prepare the riders for the start of the race. Once the start procedure is complete the gate drops and the race begins.

The Race

Once the gate drops, the race begins. The progress of each Moto as it races on the track is supervised by the Track Commissaires. Should some form of deliberate interference occur which places one or more other riders at a disadvantage, then the offending rider(s) are penalized by the Chief Commissaire. The usual penalty for race incidents is called relegation; that is, the rider(s) guilty of breaking the rules are scored in last place for the Moto in question.

Working as a Commissaire on the track is not part of this course. It is the subject of the second level BMX Commissaire course, which you may wish to take after you have become certified as a Staging and Finish Line Commissaire after completing this course.

The Finish

Once a Moto has run the whole distance of the track, it crosses the finish line. This is the point where the finish order of the race for this individual Moto is determined. The finish order is simply the order in which the riders cross the finish line.

After the finish, race results for the Moto are created. The results include any relegations (riders scored in last place for some illegal act on the track), as well as riders who Did Not Start (riders who are listed in the Moto sheets but who did not turn up at the gate for the start of the race), and riders who Did Not Finish (riders who did not cover the entire length of the track, usually due to a crash). These are abbreviated as "DNS" and "DNF" riders, respectively.

Recording the Finish Order and producing Moto Results is the subject of the final section of this course.

Scoring and Transfers

Scoring is the process of recording Moto Results on the Moto Sheets for processing by the Race Administrator and Computer Operator. This is when DNF, DNS, and relegated riders are included in the results.

Once race results have been produced by the scorer (located at the Finish Line), the results are handed back to the Administrative Commissaire, who then begins the secondary stage of the Moto Building process where Moto Results are used to determine which riders transfer to the next round of competition.

Lesson 4 – Points for Review and Performance Expectations

Following this course, you should be able to:

- Explain the 4 steps involved in race registration
- Explain the purpose of Moto Building
- Describe the role of Commissaires in supervising race practice
- Describe the purpose of race staging
- Describe the activities that make up the competition stage of BMX event

Module 3: BMX Race Staging and Start Procedures

This section of the course describes how to work as a Commissaire in staging. Topics include:

- The principles behind an efficient staging system
- The jobs of the Commissaires in staging
- Identifying and correcting problems with riders' equipment, clothing, and number plates
- The steps in the race start procedure
- The job of the Gate Operator

Lesson 1: The Ideal Staging System Layout

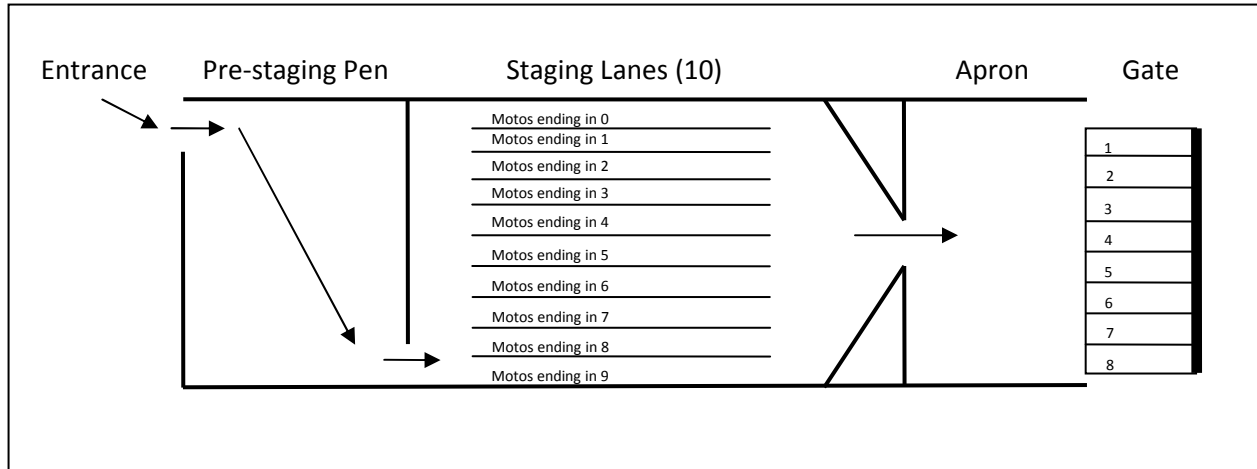
As described in an earlier lesson, the purpose of the race staging system is to line up the next Motos to race in order behind the gate. It is important that race staging is well organized and efficient for the following reasons:

- To ensure that Motos are supplied to the gate quickly enough for the event to run on schedule
- To ensure that riders do not accidentally start a race in the wrong Moto

To accomplish this, one of the most important tasks of the Commissaires before the race is to make sure that the staging system is set up well enough to accomplish both of these goals, considering the number of riders in the event.

The basic principles behind the design of an effective staging system are:

1. There is a pre-staging pen that can be used to assemble individual riders into their Motos
2. Once grouped, the riders in each Moto are kept together through the rest of the staging system
3. There is enough space in the staging system to allow full Motos to pass through the system, but no unused space beyond that – that is, there should be no place for riders to loiter
4. For larger races where the staging system is fenced off, there should be a place for team managers (or parents) to stand just outside of the staging system where they can see the riders currently on the gate
5. Parents, coaches and managers are not allowed in the staging system or on the start hill; they are often in the way
6. Enough people are available to make the staging system work; for large races this usually means a minimum of 1 in pre-staging, 1 to direct Motos into the correct staging lanes, 1 behind the gate to direct riders on to the gate, and 1 to double check the Moto sheets to ensure that the riders on the gate are in the correct Moto.



The diagram above describes the plan for an effective staging system that follows the principles listed above. It works as follows:

After entering the “Pre-staging Pen”, riders are grouped into their Motos. Once assembled, whole Motos are directed in the correct race order into the 10 staging lanes, numbered 0 through 9. Motos are identified on the Moto Sheets by a Moto Number. Each Moto enters the lane corresponding to the last digit in the Moto number... so for example, all the riders in Moto 37 would enter lane 7.

Then, the Commissaire behind the gate directs whole Motos out of the staging lanes in race order. Using the earlier example, Moto 37 would race immediately after Moto 36, and immediately before Moto 38.

After leaving the staging lanes, Motos Line up in race order on the Apron behind the gate; usually there is space for 2 or 3 Motos behind the gate. It is usually at this point that the riders in each Moto line up in order of their positions on the gate, though this may also be done when they assemble in pre-staging.

As soon as the gate drops and a race begins, the next scheduled Moto waiting on the Apron moves onto the gate, and the race start procedure begins again.

Lesson 1 – Points for Review and Performance Expectations

Following this course, you should be able to:

- Describe why it is important that staging is well organized and efficient
- Explain the basic principles behind an efficient staging system
- Explain the purpose of the 10 Staging lanes and the number system of these lanes

Lesson 2: The Role of Staging Commissaires

Assuming that the staging system is organized enough for the number of riders entered in the race, enough Commissaires are still needed to direct the flow of riders through the staging system.

The role of the Staging Commissaires is:

- To supervise the riders as they pass through the staging system
- To watch for and have the riders correct infractions of the clothing and equipment rules
- To group and direct full Motos of riders through the staging system
- To ensure that the correct riders are on the gate for each Moto
- To solve problems in case something begins to go wrong with the staging system
- During practice, to ensure only those riders who are supposed to be practicing are allowed on the track

The duties of the Staging Commissaires located at each point in the staging system are as follows.

Pre staging

- Assemble complete Motos in the order of the race and send them through to the staging lanes, well in advance of the Moto currently on the gate. For example, if Moto 25 is currently being loaded onto the gate, the Commissaires in Pre-Staging will probably be working on assembling Moto 45; but this depends on the number of entries in the event, and the speed at which the gate is dropping. Keep in mind that 20 Motos is only 10 minutes supply of riders at a rate of 2 gate drops per minute. In practice, the physical size of the staging system limits how far ahead the Motos are assembled. This is why small races only need small staging systems, while races with large numbers of entries need large staging systems
- If a rider is missing from a Moto, it is important that the missing rider is called 3 times before the Moto is sent through to the Staging Lanes; if the rider is still missing after 3 calls, then make a note on the Moto sheets that rider was missing after 3 calls. It is important to keep records of missing riders
- Keep an eye out for equipment or clothing that does not comply with the rules, or that is unsafe. This is the best point in the staging system to catch irregular or dangerous equipment. In general, any riders who have non-compliant equipment are not allowed through staging until the problem is corrected

Staging Lanes

- Direct complete Motos in order of the race into the correct staging lane
- Keep an eye out for equipment or clothing that does not comply with the rules, or that is unsafe. This is the second best point in the staging system to catch irregular or dangerous equipment. In general, any riders who have non-compliant equipment should be removed from staging until the problem is corrected

- If positioned at the Gate end of the staging lanes, direct complete Motos from the staging lanes to the apron behind the gate. Line up the riders in each Moto in order of their gate position as described on the Moto sheets, if this is not already done

Gate

- Ensure that riders are assembled in order of their gate position; direct Motos onto the gate and assist with the gate check to ensure that only riders who are in the current Moto are on the gate
- Keep an eye out for equipment or clothing that does not comply with the rules, or that is unsafe. This is the worst point in the staging system to catch irregular or dangerous equipment, because riders have the least amount of time to fix it before getting to the gate. In general, any riders who have non-compliant equipment should be removed from staging until the problem has been corrected, even if it means that they miss a race. You may decide to allow a rider with an incorrect number plate to race, provided you notify the Chief Commissaire and Finish Line, and warn the rider that they will probably be scored in last place until the number plate is replaced

Gate Check

- Ensure that the riders on the gate for the current Moto are the correct riders for that Moto. If an error is noticed, pull the incorrect rider off the gate if it is noticed in time. This problem usually happens in Motos without full gates; sometimes a rider from the Moto immediately behind the Moto on the gate will become confused and accidentally enter the gate. This can be a particular problem with young riders. If you do not notice this until after the gate can no longer be held, then the Chief Commissaire and Finish Line must be informed via radio
- Keep an eye out for equipment or clothing that does not comply with the rules or that is unsafe. At this point in staging there is often not enough time to notice this and pull the offending rider from the gate. If such a rider starts the race, tell the Chief Commissaire and Finish Line via radio

Data, Communication and Recording

- You should discuss any irregular situation with the Chief Commissaire via radio, particularly if you are uncertain what to do in an unfamiliar situation.
- When dealing with riders, you should be polite, but firm. Once a decision about what to do with a rider with non-compliant equipment or clothing is made, it must be stated firmly and clearly so that the rider knows the impact of the decision, and what, if anything, can be done to fix it. Remember – it is the rider's problem that he or she has incorrect or unsafe equipment and it is their responsibility to fix it
- Record any unusual situation on the Moto sheets, particularly if a rider has the wrong number plate, is missing from a Moto (remember to always call for missing riders 3 times and record that fact that 3 calls were made), or if someone races in the wrong Moto. In most cases, it is not possible to hold the gate for a late or missing rider. If the rider is not present on the gate when the gate is ready to drop, then the race should be started

The main tools that Commissaires working in staging have are rider lists, and Moto sheets. The following are samples of a Rider List, a Moto Sheet, and a Gate Check Sheet produced by the BEM race management program. Other BMX programs in common use offer documents similar to these.

Rider List - Example

Victoria UCI Ranking Round

REF	PLATE	NAME	GROUP	REF	PLATE	NAME	GROUP
		NO CLASS (0 riders)				Elite Male (18 riders)	
		Junior Female (6 riders)		W6		CISAR, Steven	?
W7		GEVING, Amanda	?	91		CLARK, Karl	?
N8		HARRINGTON, Lindsay	?	77		DE WILDE, Robert	?
25		KATELNIKOFF, Stephanie	?	N6		ERWOOD, Scott	?
W06		NEGENMAN, Michilla	?	N01		GOERTZEN, Nick	?
N2		NYHAUG, Layne	?	N3		HILL, Kevin	?
N3		SWEENEY, Kaita	?	21		KOLICH, Jarrett	?
		Elite Female (9 riders)		34		LACHANCE, Damian	?
N06		ADAMS, Rosemary	?	N1		LEBEL, Patrick	?
C07		BRISSON, Danielle	?	N2		LEPP, Aaron	?
306		BUSHNELL, Cassie	?	61		MICHELL, Kyle	?
56		COOLS, Samantha	?	73		MUYS, Adam	?
W7		HAYASHI, Kimberly	?	N03		PARTRIDGE, Mischa	?
21		HILL, Shanda	?	C03		PATEMAN, Ward	?
W05		MILLER, Christine	?	10		ROBINSON, Donny	?
23		SMITH, Rachel	?	546		SIPKOI, Derek	?
20		TRITES, Chelsea	?	567		WIESENDANGER, Vance	?
				97		YOUNG, Khalen	?
		Junior Male (12 riders)				6 and Under Female (0 riders)	
N2X		BERNACKI, Scott	?			7 Female (0 riders)	
W7		BRADFORD, Joey	?			8 Female (6 riders)	
N2		BROWN, Jim	?	N6		HOPE, Cleome	?
N01		CLARK, Shane	?	22		KAWA, Jaya (7F)	?
N4		DUFESNE, Jean-Sebastien	?	N1		KNOWLES, Kasey	?
343		HORTON, Maurice	?	3		NYGAARD, Zoe (6-F)	?
303		HULME, Jordan	?	AB3		SPROXTON, Jensen (7F)	?
N6X		IRWIN, Michael	?	N4		VAN STAALDUINEN, Caylei	?
N7		MARTEL, Brian	?			9 Female (3 riders)	
42		MILLMAN, Karsten	?	N2		HANNA, Amber	?
N6		SIMPSON, Tyler	?	W1		VAN OGLE, Kelsey	?
N8		TRUDEAU, Joey	?	N8		WYLIE, Taylor	?
						10 Female (0 riders)	
						11 Female (3 riders)	
				W2		JUST, Ilana	?
				C4		NIELSEN, Rachelle (10F)	?
				N5		WELYKHLOWA, Taylor (11)	?

Moto Sheet - Example

In this example (below), the Moto Number is in the top left corner of each Moto Table, to the left of the Category name. If a lane is left blank, it means that this position on the gate is left empty. Finally, categories with multiple “Gates” indicate a Category that has more than 8 riders, and must therefore be split between 2 or more gates.

The word MOTO in the heading for each table refers to the current round of racing; there are 3 pre-final rounds, called MOTO 1, MOTO 2, and MOTO 3, respectively. This has nothing to do with the number identifying each individual Moto or Gate reported at the top left of each table. For instance, if in each Pre-Final round of competition there are 75 Motos (or Gates), then the Moto Numbers for all 3 Pre-Final rounds will range from 1 to 225.

Using this example, Moto number 1 (MOTO 1 Gate 1), 76 (MOTO 2, Gate1), and 151 (MOTO 3, Gate 1) will always be for the Category “Junior Female”, Just as Moto numbers 5 (MOTO 1, Gate 2), 80 (MOTO 2, Gate 2), and 155 (MOTO 3, Gate 2) will always be for “Gate 2” of the Junior Male category.

Victoria UCI Ranking Round

1 Junior Female					2 Elite Female					3 Elite Female				
LANE	Plate	MOTO 1	Gate 1	Group	LANE	Plate	MOTO 1	Gate 1	Group	LANE	Plate	MOTO 1	Gate 2	Group
L1					L1					L1				
L2	W7	Amanda	GEVING	?	L2					L2				
L3	N8	Lindsay	HARRINGTON	?	L3	23	Rachel	SMITH	?	L3	20	Chelsea	TRITES	?
L4	N3	Kaia	SWEENEY	?	L4	21	Shanda	HILL	?	L4	W05	Christine	MILLER	?
L5	N2	Layne	NYHAUG	?	L5	N06	Rosemary	ADAMS	?	L5				
L6	W06	Michilla	NEGENMAN	?	L6	306	Cassie	BUSHNELL	?	L6				
L7					L7					L7	C07	Danielle	BRISSON	?
L8	25	Stephanie	KATELNIKOFF	?	L8	56	Samantha	COOLS	?	L8	W7	Kimberly	HAYASHI	?

4 Junior Male					5 Junior Male					6 Elite Male				
LANE	Plate	MOTO 1	Gate 1	Group	LANE	Plate	MOTO 1	Gate 2	Group	LANE	Plate	MOTO 1	Gate 1	Group
L1					L1	N2	Jim	BROWN	?	L1	N01	Nick	GOERTZEN	?
L2	W7	Joey	BRADFORD	?	L2	N6	Tyler	SIMPSON	?	L2	34	Damian	LACHANCE	?
L3	343	Maurice	HORTON	?	L3	303	Jordan	HULME	?	L3				
L4	N8	Joey	TRUDEAU	?	L4	N2X	Scott	BERNACKI	?	L4	61	Kyle	MICHELL	?
L5	N8X	Michael	IRWIN	?	L5					L5				
L6	N01	Shane	CLARK	?	L6	N4	Jean-Sebastien	DUFESNE	?	L6	W8	Steven	CISAR	?
L7	42	Karsten	MILLMAN	?	L7	N7	Brian	MARTEL	?	L7	10	Donny	ROBINSON	?
L8					L8					L8	C03	Ward	PATEMAN	?

7 Elite Male					8 Elite Male					9 8 Female				
LANE	Plate	MOTO 1	Gate 2	Group	LANE	Plate	MOTO 1	Gate 3	Group	LANE	Plate	MOTO 1	Gate 1	Group
L1					L1					L1	N4	Cayleigh	VAN STAALDUINEN	?
L2	N2	Aaron	LEPP	?	L2					L2	3	Zoe	NYGAARD	?
L3	N03	Mischa	PARTRIDGE	?	L3	N3	Kevin	HILL	?	L3	AB3	Jensen	SPROXTON	?
L4	546	Derek	SIPKOI	?	L4	73	Adam	MUYS	?	L4	N1	Kasey	KNOWLES	?
L5	21	Jarrett	KOLICH	?	L5	567	Vance	WIESENDANGER	?	L5	N6	Cleome	HOPE	?
L6	77	Robert	DE WILDE	?	L6	97	Khaleen	YOUNG	?	L6				
L7	N6	Scott	ERWOOD	?	L7	N1	Patrick	LEBEL	?	L7				
L8					L8	91	Karl	CLARK	?	L8	22	Jaya	KAWA	?

Gate Check Moto Sheet - Example

The Gate Check Moto Sheet allows Staging Commissaires to see at a glance which rider should be in each position on the Gate. Overall, this is probably the most effective Moto Sheet format to use throughout staging, due to its compact size. It is available in Left to Right, or Right to Left orientation, depending upon how the gate positions are numbered.

Victoria UCI Ranking Round

1 Junior Female MOTO 1 Gate 1

1	2	3	4	5	6	7	8
	W7	N8	N3	N2	W06		25

Lindsay HARRINGTON Layne NYHAUG
 Amanda GEVING Kala SWEENEY Michlla NEGENMAN Stephanie KATELNIKOFF

2 Elite Female MOTO 1 Gate 1

1	2	3	4	5	6	7	8
		23	21	N06	306		56

Rachel SMITH Rosemary ADAMS
 Shanda HILL Cassie BUSHNELL Samantha COOLS

3 Elite Female MOTO 1 Gate 2

1	2	3	4	5	6	7	8
		20	W05			C07	W7

Chelsea TRITES Danielle BRISSON
 Christine MILLER Kimberly HAYASHI

4 Junior Male MOTO 1 Gate 1

1	2	3	4	5	6	7	8
	W7	343	N8	N6X	N01	42	

Maurice HORTON Michael IRWIN Karsten MILLMAN
 Joey BRADFORD Joey TRUDEAU Shane CLARK

5 Junior Male MOTO 1 Gate 2

1	2	3	4	5	6	7	8
N2	N6	303	N2X		N4	N7	

Jim BROWN Jordan HULME Brian MARTEL
 Tyler SIMPSON Scott BERNACKI Jean-Sebastien DUFESNE

6 Elite Male MOTO 1 Gate 1

1	2	3	4	5	6	7	8
N01	34		61		W6	10	C03

Nick GOERTZEN Donny ROBINSON
 Damian LACHANCE Kyle MICHELL Steven CISAR Ward PATEMAN

7 Elite Male MOTO 1 Gate 2

1	2	3	4	5	6	7	8
	N2	N03	546	21	77	N6	

Mischa PARTRIDGE Jarrett KOLICH Scott ERWOOD
 Aaron LEPP Derek SIPKOI Robert DE WILDE

8 Elite Male MOTO 1 Gate 3

1	2	3	4	5	6	7	8
		N3	73	567	97	N1	91

Kevin HILL Vance WIESBENDANGER Patrick LABEL
 Adam MUYS Khalen YOUNG Karl CLARK

Lesson 2 – Points for Review and Performance Expectations

Following this course, you should be able to:

- Explain the format of Moto sheets produced by the BEM program
- Describe the role of the staging Commissaires
- Describe the duties of all Commissaires involved at each location in the Staging System
- Explain how decisions concerning rider clothing or equipment should be delivered to riders

Lesson 3: Checking Rider Clothing and Equipment for Compliance

BMX has a set of rules concerning equipment (the bicycle), clothing (including protective clothing such as helmets and padding), and identification numbers (in the case of BMX, number plates). A major duty of all BMX Commissaires, whether they are in staging or not is to identify and have corrected any problems they see with the equipment, number plates, or clothing of the riders.

However, it is vital that every BMX Commissaire knows that it is the personal responsibility of each rider (or their parents or coach) to ensure that their clothing, equipment, and number plate complies with the rules and does not pose a safety hazard either to themselves or other riders.

There is no formal inspection of each rider's clothing, or equipment. Rather, in the course of your duties, you happen to notice that a rider's equipment, clothing or number plate does not comply with the rules or that it presents a safety risk, then you should have the rider correct the problem before continuing, even if it means missing a race. This is one of the most important reasons why Commissaires should supervise the practice – many of these problems can be caught and corrected before the race even begins.

BMX Number Plates

During all stages of competition, including practice, every rider must have a number plate on their bicycle that complies with the rules and matches the number listed on the Moto sheets.

Rulebook Review – Number Plates

The regulations concerning BMX number plates are in Parts I “General Organization of Cycling as a Sport” and VI “BMX Races” of the UCI Regulations. Articles 1.3.073 – 1.3.080 apply, keeping in mind that for BMX races, body numbers are not used at provincial or district races. Articles 6.1.071 and 6.1.072 are also important for races at the local and provincial level.

Common issues regarding riders' number plates:

- The number plate must be legible; stickers or other alterations to number plates make them more difficult for the Commissaires and finish judges to read
- The number plate must use the color scheme described in the regulations
- For very young riders, smaller number plates that fit their smaller bicycles are allowed, provided that the number plate can still be read easily; applies only to very young riders using 16" or 18" wheel bicycles
- Riders without number plates are never allowed on the track during practice or racing
- Riders with number plates that do not match that listed on the Moto sheets are not scored until they get a plate that matches the Moto sheets

Rulebook Review - Bicycles

Part VI "BMX Races" of the UCI Regulations gives the details of what is a bicycle acceptable for use in BMX races; articles 6.1.062 – 6.1.070 apply.

Because riders are responsible for the condition of their bicycles, there is no formal inspection of riders' bicycles. However, Commissaires should always be alert for the following:

- Bicycles that are obviously damaged: That is, some part of the bicycle is visibly bent, cracked, or missing – things such handlebar grips, handlebars, seat posts, saddles, the frame, etc. A damaged bicycle can't be used in practice or competition
- Bar end plugs: The ends of the handlebars must be somehow completely covered; as crashes happen often in BMX, serious injury can result if a rider lands on a handlebar that does not have the ends plugged or covered
- If you see any bicycle that looks unusual or looks like it doesn't belong, you should examine it more closely
- Remember that the addition of padding to the bicycle is optional, and not required

Rulebook Review - Helmets and Clothing

You should also watch for any problems with riders' clothing. The clothing regulations for BMX are in Part VI "BMX Races" of the UCI Regulations, in articles 6.1.054 – 6.1.061.

Common issues with rider clothing include:

- Full-faced helmets; only full-faced helmets are allowed. Open-faced skateboard or free-style BMX helmets are not allowed at any time. Also, helmets must always be worn and properly strapped when riding on the track
- Modifications to the helmet; sometimes younger riders like to modify their helmets by attaching wigs, or fake horns, etc. to them; however, such modifications are not allowed as they void the helmet's certification and are a serious safety risk to themselves or other riders

- Gloves; riders must have gloves as defined by the rules (i.e. they completely cover the rider's fingertips)
- Jersey and Pants; riders must have a jersey and pants that fully cover the arms and legs. Or, riders may also wear short sleeves and shorts if they also wear protective arm and elbow pads and leg pads. Such pads must protect the elbows and full length of the fore-arm, and the knee and full length of the front of the leg
- Jerseys should generally be tucked in to the pants; however, jerseys that are short enough to not stay tucked in or get tangled in the rider's bicycle are not a problem
- Rolled up sleeves; some riders who do not use protective arm pads like to roll up their sleeves; however, their sleeves must be rolled back down before riding on the track

Dealing with Clothing or Equipment Infractions

It is best to discuss equipment problems with the rider involved as soon as the problem is noticed; this gives the rider as much time as possible to fix the problem. Some very minor problems can be let go with a warning that the rider may complete his lap, but must fix the problem before returning to the gate. However, most problems require an immediate solution before the rider is allowed on the track, even if it means that the rider does not get to take advantage of the full amount of practice, or misses a race.

Problems that must be fixed immediately before a rider is allowed on the track include but are not limited to:

- Missing an essential piece of protective clothing:
 - Helmet
 - Gloves
 - Short sleeves or shorts without full length knee or arm pads
- Non-compliant Bicycle:
 - Wrong wheel size
 - Bar ends not covered
- Obviously damaged:
 - Helmet (visibly cracked or broken; most paint scuffs are okay)
 - Bicycle (visibly broken or cracked)
- Modified:
 - Helmet (fake horns, wigs, etc. attached to the helmet must be removed)
 - Clothing (rolled up sleeves / pants without protective full – length arm or knee pads must be rolled down; jerseys so loose that they can get caught in equipment must be tucked in)
- Number plates:
 - Missing (nobody rides on the track without a number plate)
 - Not legible (if a number plate uses a type-face that can't be easily read, it must be replaced)
 - Damaged or altered (if a number plate is covered in stickers, is cut up or damaged, it must be replaced)

If you aren't sure whether or not a rider's clothing or equipment is a problem contact the chief Commissaire. Likewise, the Chief Commissaire should be informed if a rider ignores your instructions.

Lesson 3 Review and Performance Expectations

Following this course, you should be able to:

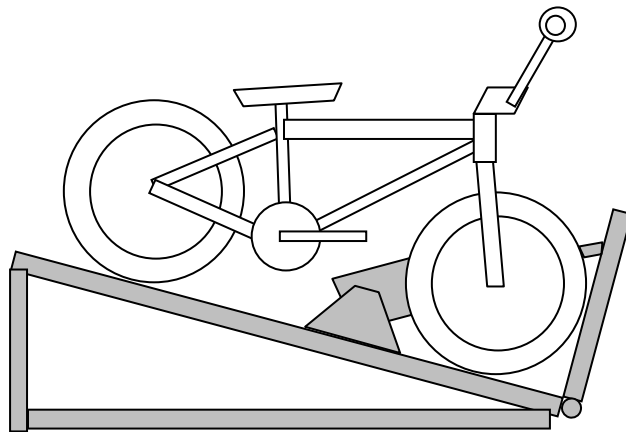
- Describe the circumstances when riders' equipment and clothing is inspected
- Describe the number plate color coding scheme found in the rules
- Explain how to deal with a rider who has non-compliant equipment
- Describe some of the common issues found with riders' number plates
- Describe some of the common issues found with riders' equipment
- Describe some of the common issues found with riders' clothing

Lesson 4: Race Start Procedure

For BMX races, the start procedure is defined in the regulations. It is carried out by the gate and its control box.

Ideally, the gate is a very stiff steel or aluminum structure oriented as to hold the riders' bicycles in place with the wheels against the front of the gate by gravity alone. When raised, the part of the gate which holds the front wheels should make a 90 degree angle the rest of the gate structure.

The gate is raised and held in place by a piston which is driven by compressed air. When the control box releases the gate, the air quickly vents from the piston, allowing the gate to drop under force of gravity.



Side View of BMX Gate

Rulebook Review – The BMX Start Procedure

Part VI “BMX Races” of the UCI Regulations describes the rules related to the start procedure and the starter’s call; articles 6.1.021 – 6.1.022, and 6.1.084 apply. If you are interested, Appendix 5 of Part VI, “BMX Races”, gives more details about how the gate works.

The Starter’s Call and Gate Drop Sequence

From article 6.1.022, the starter’s call as recited by the Voice Box is:

Where an electronically controlled starting gate in combination with a voice box supported starting system is used, the recorded commands of the voice box shall be as follows:

- a) Stage 1: «ok riders, random start». The starter will hold Stage 1 of the call until satisfied that the start is safe to proceed and will only then activate the voice box starting system. The recorded commands of the voice box shall be as follows:
- b) Stage 2: «Riders ready».
- c) «Watch the gate».

Only in Stage 1 can the start be held by the starter. The starter will recommence with stage 1 of the call.

The gate is run by a Gate Operator, who uses a control pad to begin the gate drop sequence. After the voice box finishes saying “ok riders, random start”, there is a brief pause (1.8 seconds), followed then by the second set of words “Riders ready – Watch the gate”. Beginning from the time when the start is initiated until the end of the second set of words (ending with “Gate”), the gate operator can cancel the start. This is usually only done in case the Gate Operator suddenly becomes aware of some reason why the start can’t proceed. After the word “gate” has been spoken by the voice box, it is no longer possible to cancel the start sequence, and the gate will drop, no matter what.

Following the second set of words, there is a random pause of between 0.1 and 2.7 seconds after which the light sequence and set of tones that indicate the gate is about to drop begins, and the gate then drops.

During the entire starters call, (up until the point that the gate has begun to drop; that is, once the light and tone sequence begins), the riders must remain stationary in the gate, with their front wheels firmly in contact with it. Once the drop sequence has begun the riders may begin moving up and over the gate as it drops.

The role of the Gate Operator vs. that of the Starter

The job of the Gate Operator is to control the starting gate according to the instructions of the Commissaire who is chosen to be the Starter. For major events, they are not the same person.

For district and provincial races, the same person usually fills the role of both Gate Operator and Starter. While it is good if the Gate Operator is trained as a Commissaire, it is often not the case for races at this level. For district and provincial races, the Gate Operator must pay attention to what is happening on the track. The Commissaires may ask for the gate to be held either with the radio or with the use of Yellow Flags to indicate that a rider has crashed and that the track is partly blocked.

For races when the Gate Operator and Starter are different people, the Starter is the Commissaire who decides when each Moto start takes place and signals the Gate Operator to drop the gate. It is the Starter's job to control the pace of the event to meet race schedule, and to decide if it is necessary to hold the Gate because of a serious crash.

It is essential that the Gate Operator follows the instructions of the Starter, even if he/she disagrees with them. The reason is that at major races with large numbers of riders, the Gate Operator is not always aware of the measures being taken by the Commissaire team to deal with situations such as crashes. For events that must maintain a high pace, if the track is only partly blocked by a crash and is likely to be cleared quickly, it may be possible to continue racing uninterrupted; however, this is a judgment that only the Commissaires on the track are able to make... as a result, the Gate Operator must take direction from them. The Gate Operator must be constantly aware of the race situation and pay attention to the instructions of the Start Commissaire and have the discipline follow them.

Lesson 4 – Points for Review and Performance Expectations

Following this course, you should be able to:

- Explain the race start procedure
- Explain the operation of the gate and sequence of the voice box
- Describe the point in the start sequence when the dropping of the gate can no longer be cancelled
- Explain and contrast the role of the Gate Operator with that of the Starter when they are two different people

Lesson 5: Communication between Staging and the other Commissaires

The Commissaires Panel and any assisting Commissaires must work together as a team in order to effectively supervise the race. The most important part of team-work is frequent and effective Communication. Therefore, the Commissaires in staging need to keep the Commissaires on the track and at the Finish Line informed about any problems they encounter.

If you encounter any of the following situations while working in staging, do the following:

- **Missing riders:** If a rider is missing from the gate, the rider's number should be reported as a DNS or "Did Not Start" to the finish line, preferably before that Moto reaches the finish line.
- **Riders with incorrect number plates:** If a rider starts the race with a different number plate than that listed on the Moto Sheets, then the number of the rider should be reported to the finish line, and the rider warned that they must change their number plate
- **Riders with incorrect equipment:** In most cases, riders with illegal or damaged equipment should be prevented from starting. However, in some cases an official warning may be appropriate. In all cases where a rider might be denied their start, the Chief Commissaire should first be consulted if it is possible to do so

Also, the situation on the track sometimes also requires the Commissaires in staging to take action. The following situations are common:

- **Race stoppages:** Sometimes due to a crash, the race must be stopped for an extended period of time. If it is likely that a race stoppage will last more than a couple of minutes, the Moto currently on the gate should be pulled from the gate and given a chance to relax until the track is clear to begin the race again.
- **Re-runs:** If some outside agency interferes with the progress of a Moto over the track, the Chief Commissaire may decide to stop the race. This can also happen if a Moto has just started, and the track is suddenly completely blocked due to a serious crash in the Moto in front of the one that just started. If either situation happens, the Chief Commissaire will usually decide to re-run the race. If a re-run is declared, the riders in the Moto involved must immediately return to the gate and await the re-run, which should happen as soon as possible following the interruption in the race. The staging Commissaires may need to re-organize the Motos currently waiting on the start hill if this happens.

Dealing with Parents in Staging

If there is problem with the equipment of a particularly young rider (riders younger than about 10), you may end up having to describe the problem to one of the rider's parents so that it can be fixed. The equipment and clothing rules apply just as much to children as they do to adults. Whether the parents agree or not, they must help their child fix the problem before he or she can be allowed on the track. Whether or not they do so, is up to them.

A couple of points concerning dealing with parents that the staging Commissaires should keep in mind:

- Only riders are permitted in the staging system and on the start hill; except at the smallest district races, parents are not allowed in the staging area. They are welcome to hand in water or shout encouragement from the edge of staging, but they can't be allowed in unless they are specifically invited by the Commissaires to help their child with some problem beyond the Commissaire's ability to resolve. The reason for this is that even a well organized staging system can sometimes be chaotic; anyone who is not either working in staging or a rider who is about to race or practice should not be there; they get in the way
- In some areas, parents of very young riders (age 5 and sometimes 6) are allowed to hold their children upright in the gate during the start of the race. Again, for all but the smallest district races, this should not be allowed; there is too much a chance of accidental interference. If a young rider does not have the strength and dexterity to stay upright on the gate without help, then they should start with their feet on the ground and not on the pedals

Lesson 5 – Points for Review and Performance Expectations

Following this course, you should be able to:

- Explain how to deal with the following situations:
 - Riders with incorrect equipment
 - Riders with incorrect number plates
 - Riders missing from the gate
- Explain the procedure for staging Commissaires if there is:
 - A prolonged race stoppage
 - A re-run
- Explain why parents are not allowed in the staging system
- Explain why parents should not be allowed to hold their children upright in the gate

Lesson 6: Common Start Infractions

As staging Commissaires are sometimes posted near or at the starting gate, they are in a good position to observe the start. It is important that you are able to identify common start infractions.

Deliberate Interference

Deliberate Interference between riders can occur at any point during a race, including at the start. Inference is deliberate when a rider could have prevented the interference from happening, but did not. If the interference was deliberate and put one or more riders at a disadvantage (or gave the offending rider a measurable advantage), then an infraction of the rules has occurred.

The most common type of interference that staging Commissaires on the start hill might see occurs just after the gate drops in the first 10 to 15 metres of the race. On many tracks one or more gate positions may be less desirable due to a narrowing of the track, or some other irregularity. As a result, the only way for a rider assigned this lane to get a good start is to be one of the first out of the gate and move over away from their original lane as soon as possible.

This is not necessarily a violation of the rules; riders may generally make any move they wish on the track including just after the start, provided that it does not interfere with and disadvantage any of the other riders. It is no longer the case that starting lanes are painted down the start hill; it used to be the case that if a rider crossed out of their lane before it ended that they would be scored in last place.

Starting in the Wrong Lane

A rider who is assigned an undesirable lane might try to use a different lane if another is empty and hope that no-one notices. Riders must use the gate position that they are assigned. If a rider starts in the wrong lane, the Chief Commissaire must be informed as soon as possible.

False Starts

Due to the reliability of most gates, False Starts rarely happen in BMX. However, if a false start occurs due to a malfunctioning gate or some other form of outside interference, then the affected race should be re-started as soon as the circumstances causing the false start are identified and corrected. Only the Chief Commissaire can decide that a race will be restarted.

“Slingshot” Starts

Even before the introduction of the random start, the ability to reliably gain a measurable advantage by performing a so-called “slingshot” maneuver during the race start was rare. However, with the introduction of the random start, this problem has been effectively eliminated. Once the voice box has completed the starter’s call and the gate drop sequence has begun, riders often begin moving; this usually means exploding forward up and over the gate as it drops, which is perfectly acceptable.

Starting in the Wrong Moto

In the case that a rider has accidentally been allowed to start in the wrong Moto due to a staging error, the Chief Commissaire must be told of the circumstances as soon as possible. However, if staging is well organized, and there are enough staging Commissaires, and the gate checks are done, then this should almost never happen. If this happens, it is with very young riders, who may become confused. Effective gate checks should prevent this.

Lesson 6 – Points for Review and Performance Expectations

Following this course, you should be able to:

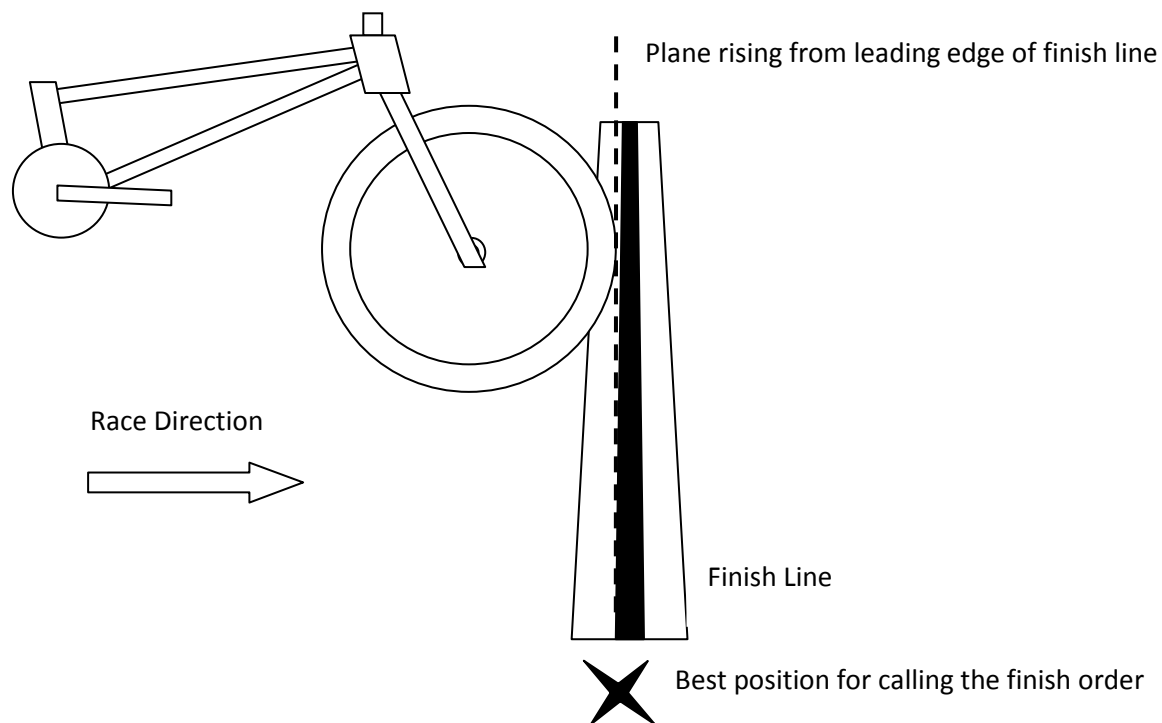
- Explain the meaning of deliberate interference
- Describe what should be done if it is noticed that a rider started in the wrong gate position
- Describe what should be done if some form of outside interference causing a false start
- Describe what should be done if a rider is accidentally started in the wrong Moto

Module 4: Finish Order and Race Results

A very important Commissaire task at BMX races is finish judging and score keeping. Judging the finish quickly and accurately is an important skill to develop; during racing, as little as 20 to 30 seconds may separate the finish of one Moto from another. The final section of this course describes how to record the finish order and how to compile race results.

Lesson 1: The Finish

In BMX, close finishes are frequent as up to 8 riders may race in each Moto. Therefore, it is very important that Commissaires know when a rider has finished in relation to the finish line. As pictured in the diagram below, a rider has finished the race at the point in time when the leading edge of the rider's front wheel cuts the plane rising from the front edge of the finish line.



The best position to decide the outcome of a close sprint for the finish line is at the side of the finish line itself, as represented by the 'X' in the diagram above.

Rulebook Review – Finish Order and Scoring

The rules concerning determination of the Finish Order and Scoring in BMX races are in Parts I “General Organization of Cycling as a Sport” and VI, “BMX Races” of the UCI Regulations; Articles 1.2.100, 1.2.108 – 1.2.111 and 6.1.017 – 6.1.020, 6.1.024 – 6.1.025, 6.1.035 apply.

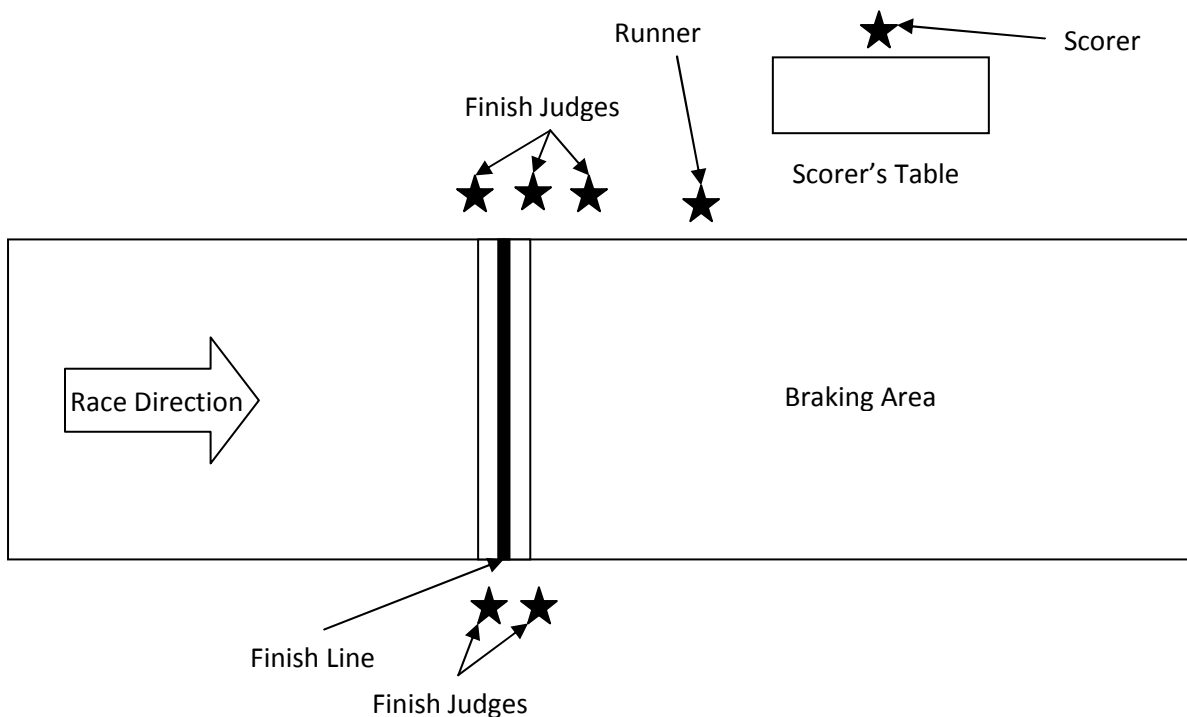
Lesson 1 – Points for Review and Performance Expectations

Following this course, you should be able to explain when a rider's finish position is taken, and the best location to stand in order to judge the finish.

Lesson 2: The Ideal Layout of the Finish Area

As pictured in the diagram below, there are an odd number of Finish Judges. One of them acts as the Chief Finish Judge, and they are all standing at the finish line, at least 2 on each side. As each Moto crosses the finish line, each Finish Judge records the finish order using the method agreed upon among the finish judges before the racing begins.

The Runner then collects the finish order from each of the judges, and gives it to the Scorer who is seated at the table. The scorer then compiles the results and records them on the Finish Record Sheet. Any ties or problems with the finish orders recorded by the finish judges are resolved by the Chief Finish Judge, or by examining video footage or the photo finish record, if it is available. It is the job of the Scorer and the Chief Finish Judge to resolve any written protests from riders over finish order.



Lesson 2 – Points for Review and Performance Expectations

Following this course, you should be able to describe the positioning relative to the finish line of the key people involved in recording the Finish Order and production of Race Results.

Lesson 3: Strategies for Recording Finish Order

As described above, the minimum number of people needed to record the finish order and tabulate results for district and provincial BMX races are:

- An odd number of Finish Judges, usually 5, one of whom acts as the Chief Finish Judge
- A runner
- A scorer

At some provincial races and most district races, there is often no backup method of recording the finish order such as a video recording or a photo finish camera. This means that the only method of producing results is the finish order recorded by the Finish Judges.

Due to the pace at which BMX races are sometimes run, working as a finish judge requires both skill and focus. However, there are a number of strategies that can be used to make the job of recording the finish order easier and more accurate.

In order to work well as a finish judge, you need to understand 4 basic principles:

Principle #1: It is the job of a finish judge to record the order in which riders cross the finish line for every race, regardless of any judgment made against individual riders for their conduct on the track. Such penalties are always dealt with later.

Principle #2: A rider has finished when the leading edge of his or her front tire cuts the plane rising from the leading edge of the finishing line (see the diagram below). In the case where a rider has crashed, they may carry or push their bike across the finish line. In this case, the finish is taken when the leading edge of the bicycle (whatever it is) cuts the finish plane as described above. A rider who crosses the finish line without his or her bicycle has not finished the race. Riders who have not followed the entire track have also not finished. Such riders are scored as “DNF”, or “Did Not Finish”.

Principle #3: It is very difficult to both call and write down the finish order of more than a few riders at a time. Short term recall of numbers covers a sliding period of time lasting about 2 seconds; this means that a person is only likely to have immediate recall of the string number plates they can cross the finish line over a period of two seconds. While this time window can be lengthened with focus and practice, it is important to use a finish order recording strategy that allows you to efficiently record the numbers while you are calling them, recognizing the limits of your brain to remember numbers.

Principle #4: The best place to call a close finish between 2 or more riders is immediately next to the finish line. The further away the judge is from the line, the more likely he or she is to make errors. It is important for the finish judge to constantly correct their position; over time, people tend to back away from the finish line.

Keeping these principles in mind, several strategies for recording the finish order that are allowed by the rules include:

Strategy #1: The Finish Judge in charge of the finish line is stationed at the line to call any particularly close finishes. In the event of a sprint finish, this judge's version of the race outcome is used to break any tie. The other 4 judges are split into teams of 2. A team is stationed on each end of the finish line. One member of the team is responsible for calling the finish order for all 8 riders in each race; the other member of the team is responsible for writing it down. This strategy still provides 3 independent versions of the finish order, while recognizing the difficulty of both watching the finish line and writing at the same time.

Strategy #2: The Finish Judges are positioned as described in Strategy 1, with the exception that Team one is responsible for calling places 1 through 4, and Team two is responsible for calling places 5 through 8. This strategy works because it reduces the number of riders that each team is responsible for watching. There are still an odd number of independent versions of the finish order, since the Chief Finish Judge is also recording the order on their own, and tries to record the finish order of all 8 riders.

Strategy #3: Each finish judge independently tries to record the order of all riders in each race, operating as close to the finish line as possible. The in-charge Finish Judge is the tie breaker concerning any particularly close finishes.

Any of these strategies is possible; the best one to choose depends on the abilities and experience of the Finish Judges who will work at the race. Ultimately, the best strategy is the one that the Finish Judges are most comfortable with using.

Tip #1: When riders in a Moto are widely spaced out, it is often possible to predict the finish order as they approach the finish line down the final straight. A good trick is to write down what you think will be the finish order before the riders actually finish, and then simply correct what you've written down in case a rider unexpectedly crashes or is passed. This can help you record most of the finish order and pay attention to any close finishes at the same time.

Tip #2: Whichever strategy is chosen, the Commissaires who are writing down the finish order use small pads of paper to do so. Once the Moto finishes, the runner collects each piece of paper and gives them to the Scorer. Before giving the runner each piece of paper, it is important to write your initials and the number of the Moto on top of each piece of paper so that the scorer knows who recorded the finish order and the Moto number.

Lesson 3 – Points for Review and Performance Expectations

Following this course, you should be able to:

- Explain the 4 principles governing effective finish judging
- Describe 3 strategies that can be used to record the finish order
- Explain why you need to write your initials and the Moto number on each finish order record

Lesson 4: The Role of Video Replay and Photo-finish Systems

For major races, a system of video cameras and / or a photo finish camera is also used to create a record of the finish order for each Moto. At such races, the video or photo finish system is mainly used as a means of resolving finish order protests.

If there is a particularly close finish, or for some reason the finish judges miss one or more finish positions, the Chief Finish Judge can decide to review the video footage or photo finish pictures in order to determine the correct finish order even without a rider lodging a protest. The video camera or photo finish system usually removes all doubt over which rider crossed the finish line first; as such, Commissaires should not be afraid to use these tools to their best effect.

Lesson 4 – Points for Review and Performance Expectations

Following this course, you should be able to explain the use of video systems or photo finish cameras in recording the finish order.

Lesson 5: Resolving Finish Order Protests

If no video camera or photo finish is used at the finish line, the method of protest over the finish order is for riders to assemble in at the back of the finish corral in the order in which they think they finished.

To help with this, there are 8 poles or signs numbered from 1 – 8, representing all of the possible finish positions. If two or more riders had a close finish and think for example that they managed to beat each other for 2nd place, then those riders would line up at Sign #2; the finish judge would then consult the finish record and confirm which rider took the position.

However, this method of protest is not used if a Video Camera or Photo Finish system is used at the finish line.

In the event that a video system or photo finish is used, riders may lodge a written protest with the Chief Commissaire. During the pre-final rounds, any such protest must be filed within 1 round of Motos; for instance, if the protest involved Moto 50 in the first round, then the protest must be submitted no later than Moto 50 in the second round.

In case of a protest involving a transferring position during the qualifying rounds, any protest must be filed no later than the start of the next round of racing.

Any protests made beyond the time limits described above will not be considered. In all cases, the decision of the Chief Commissaire concerning any protest is final. Often the Chief Commissaire will delegate responsibility for dealing with finish order protests to the Chief Finish Judge and Scorer.

Rulebook Review – Finish Order Protests

The rules regarding protests over finish order are in Part VI “BMX Races” of the UCI Regulations; articles 6.1.099 – 6.1.101 apply.

Lesson 5 – Points for Review and Performance Expectations

Following this course, you should be able to:

- Describe the method for resolving protests over finish order when no video system or photo finish is used
- Describe the process to resolve a protest when a video system or photo finish camera is used
- Describe the time period when protests are allowed

Lesson 6: Compiling Moto Results

As the Finish Judges record the finish order of each Moto as it crosses the finish line, the Scorer’s job is to compile race results.

Race results for each Moto are determined by combining the raw finish order recorded by the Finish Judges with any penalties assessed for incidents on the track, as well as with the list of DNS (Did Not Start) and DNF (Did Not Finish) riders.

When compiling the results, the version of the finish order recorded by the majority of the finish judges is used. If the finish order still can’t be determined, then the video system or photo-finish should be consulted to resolve the deadlock. If it is still not possible to determine the finish order, then each of the riders contesting the position in question should be awarded the same place; however, this rarely occurs.

The order in which the results for each Moto are presented is important, and should be done as follows:

1. The finish order of all riders who crossed the finish line
2. The list of riders who did not finish (DNF)
3. The list of riders who were scored in last place for some infraction on the track (as communicated to the scorer and finish judges by the Chief Commissaire)
4. The list of riders who did not start (DNS)

The results for each Moto are written on a Moto Results Sheet (usually 8 or 9 Motos per sheet); a runner then takes each completed results sheet to the Administrative Commissaire, who makes a copy for posting on the results board and then has the Computer Operator enter the results into the Race Management program.

The Scorer must also staple together and label the finish records recorded by the Finish Judges for each Moto and file them so that they can be consulted in case of a protest over the results.

Also, Moto Results should always be posted within 10 minutes of the finish of each Moto; this is important so that riders have the chance to protest within the allotted time period in case they feel that the results are incorrect.

Lesson 6 – Points for Review and Performance Expectations

Following this course, you should be able to:

- Explain the process of creating race results
- Describe the order in which finish order, DNF, DNS, and relegated riders are listed in the results
- Describe the process and time limit for posting race results

Lesson 7: The Impact of Relegations on the Results

As described in Lesson 6 above, sometimes one or more riders are scored in last place for a Moto because of some incident on the track.

It is the job of the Commissaires on the track to decide if such an infraction has occurred, and up to the Chief Commissaire to weigh the evidence along with the impact on the race and decide whether or not a penalty should be issued. The Chief Commissaire is the final authority on all decisions concerning the actions of riders. It is his or her job to inform the Scorer and Finish Judges of such decisions.

Sometimes the Finish Judges have a role in deciding these penalties. Finish Judges are well placed to see interference in the final straight as riders sprint for the finish line. Slower riders are forbidden from blocking faster riders in the final straight. Any rider who doesn't hold their line in the final straight and in doing so, blocks a faster rider from overtaking them is guilty of deliberate interference and will likely be penalized. The Chief Commissaire may ask the Finish Judges to confirm whether or not this has happened. If you see this situation happen while working as a Finish Judge, tell the Chief Commissaire as soon as possible.

Whatever the outcome of any decision on the track, it is not open to appeal by the riders; if a rider is scored in last place due to some infraction of the rules, then that decision stands – relegations due to race incidents are not open to appeal. Protests are only considered if the rider disagrees with their actual finish order as recorded by the Finish Judges.

Lesson 7 – Points for Review and Performance Expectations

Following this course, you should be able to:

- Describe the impact of decisions concerning conduct on the track on race results
- Explain whether or not protests concerning decisions about race incidents on the track are allowed
- Identify which Commissaire is the final authority concerning penalties for race incidents
- Explain the circumstances under which interference may be called against a rider in the final straight

Next Steps

After you have finished reading the course manual and the rules that have been introduced throughout the text, and you are confident that you understand that material, the next step is to contact Cycling BC to arrange to take the written test.

The test consists of several questions that you should have no trouble answering provided that you have completely read this document and the associated rules. This test is done at home at your own pace; once completed, you can e-mail back to Cycling BC for grading if you have completed it with Microsoft Word; or, you can fax it or mail it if you completed it by hand.

The passing grade is 70%; once you have passed the test, you are eligible to be licensed as a “Provincial ‘C’ level Commissaire”. Once you have obtained your license, you can begin working at district races at your track and under the supervision of more experienced Commissaires at provincial races. Once you have returned your completed Practical Experience Card to the Cycling BC office, you will be certified as a “Provincial ‘C’ level Commissaire”, and are eligible to take the Provincial ‘B’ level Commissaire course if you wish.