The Registrations Desk.

The Registration Desk is the administration hub of the event. It is busy, challenging but always enjoyable. On race-day, you will be the first point of contact for riders, both long-time members and new riders.

You should have:

- a Rider registration list (see below);
- a mobile WiFi modem;
- Loan Transponders (Tx) with O-rings or zip ties for attachment;
- side-cutters attached to desk - for later cutting of zip-ties and removal of Tx;
- ankle straps or duct tape are also available (in the white utility box);
- **'Square'** contactless card reader used in conjunction with
- Mobile phone handset. This may also be used by marshals to contact Registrations area in an emergency or if help is required;
- iPad(s) for Start-time display/Results.

Registrations Sheet

This a list of riders in race number order (refer Figure 1) which includes: Bib Number, Name, Transponder Number, Entry Fee Payable, Membership Status, Start Time, Cut-off time. There may be notes for the event at the foot of the sheet.

- Bib Number: usually indicates the starting order of riders. Riders have been advised of their number (and start time) prior to the event via email.
- Rider Name: most, but not all riders can remember this detail.
- If a rider's name is <u>underlined</u> and *italicised*, it indicates that they are a first time rider with ATTA and may need extra help eg: attaching a Tx to their bike; finding the start.
- Transponder Number: Refers to the number on the reverse side of the loan transponder. There are three categories of transponders shown on the Start List, indicated by:
    1. Number in unstyled print – rider has their own transponder
    2. Number ***<u>bold, italic and underlined</u>*** – loan transponder
    3. "P", Rider-owned (personal) transponder sourced outside of ATTA

- Fee: The amount payable by the rider for this event—where a rider has pre-paid or is granted a complimentary ride or has race-entry credits available, the word "Yes" will be shown. Complimentary rides have been given where a helper foregoes the 'coffee money' offered at a prior event; 'landmark' events for a rider eg: 100th ride; birthday freebies; credits for reasons such as duplicated membership payments. Current policy has obliterated most of these.

australian time trials association

Winter by the Lakes 1

July 12, 2015

Champion Lakes   💰=2015/16 member

#		T'sp	Paid /Fee		start time	cut-off time	#		T'sp	Paid	start time	cut-off time
57	Greg Perry	291	5	💰	8:42:45	8:27	87	Brent Roberts	187	15 💰	9:05:15	8:50
58	Shannon Miraglia	141	15		8:43:30	8:28	88	Duncan Parker	188	15	9:06:00	8:51
59	Michael Bowden	144	Yes	💰	8:44:15	8:29	89	Stu Helm	189	Yes 💰	9:06:45	8:51
60	Jessica Allen	146	15	💰	8:45:00	8:30	90	Shane Gorman	190	15	9:07:30	8:52
61	Steff Van Amerongen	P	5	💰	8:45:45	8:30	91	Helen Conman	191	15	9:08:15	8:53
62	John Ferguson	148	10	💰	8:46:30	8:31	92	Dion Lazic	192	10 💰	9:09:00	8:54
63	Claire McLean	149	15		8:47:15	8:32	93	Mark Berry	198	5 💰	9:09:45	8:54
64	Judy Gibson	155	15		8:48:00	8:33	94	Ben Oakes	193	10 💰	9:10:30	8:55
65	Robin Warrington	P	5	💰	8:48:45	8:33	95		P	10	9:11:15	8:56
66	Sarah Duffield	156	15	💰	8:49:30	8:34	96	Dean Whelan	194	10 💰	9:12:00	8:57
67	Bethany McGowan	157	15		8:50:15	8:35	97	Shane Miller	197	15	9:12:45	8:57
68	Craig Duarte	158	15		8:51:00	8:36	98	Wes Gorman	200	10 💰	9:13:30	8:58
69	Janice Graham	159	10	💰	8:51:45	8:36	99	Duncan Miller	245	10	9:14:15	8:59
70	Thierry Maye	160	15		8:52:30	8:37	100	Don Dragicevich	234	5 💰	9:15:00	9:00
71	Michael Claffey	236	Yes	💰	8:53:15	8:38	101	David O'Neill	201	15	9:15:45	9:00

Figure 1

Pre-race Procedure:

- Ask the rider their number or start time.Then find them on your list
- determine if the rider requires a transponder and, if so, pass them the relevant transponder plus means of attachment: O-ring, cable-tie, ankle strap. Do not allow a rider to help themself to a transponder from the holding tray;
- collect the appropriate entry fee payable, noting any EFT payments or disputed amounts;
- tick the rider's name to indicate attendance;

- hand the rider the appropriate bib number.

Notes

- The race numbers are attached to clip-on belts and in plastic boxes – 25 numbers per box. Numbers greater than 150 are larger, PVC, not on belts so must be pinned on. They must be pinned low on the back so they are readable from behind when the rider is in the racing position. Similarly, the belts should be worn around the hips, not the waist.
- The race (bib) number will **not** correspond to the Tx number. The timing system maps the bib number to the transponder; the rider must have the correct number transponder.
- Riders may have to be instructed on the method of attachment of the transponder to the quick-release lever of the front wheel of their bike. Use one of the demonstration skewers.
- All riders, but particularly new riders (underlined, *italicised*), should be reminded to be on the start line at least two minutes before their scheduled start time.
- If a rider wants to change their start time and if you have a vacant spot on the start list, then you can move them to that vacant spot. However the rider **keeps their original race number and transponder**. Changes to the start list are at your discretion in the first instance but should be kept to a minimum. Then -
- ask the rider to go to the **starter** and advise them of their change of start time – if possible, before their original start time. Discretionary start time changes should not be permitted in Championship events. The final start time decision is the starter's.
- The **timekeeper** MUST be told of any change of transponder allocation. For example, a rider may have a personal transponder they have forgotten to bring with them or they may have a personal transponder that has not been registered previously. You will need to know which transponders are unallocated and available for loan in this case. Do NOT reallocate any Tx that has been allocated to a rider who hasn't shown up.
- If the event is fully subscribed, you may have a reserves list. If a rider has not collected their number 15 minutes before their start time (the cut off time), then you may give that number to one of the reserves. Start from the top of the reserves list and call out the names – the first reserve to answer is given the unclaimed number and transponder.
- This principle also applies to the occasional rider who might turn up on the day hoping for a ride. New, casual riders can usually be

accommodated but we need to know at least:
- name and
- date-of-birth;
- also, we need either a contact mobile number or email address.

Post-ride Procedure:

When the rider returns their race number, check your start list to see if they also have to return a loan transponder. Tick off the number on the start sheet if they have returned their race number

The transponder is put into its numbered spot in the tray and the race numbers are put into their number box in numerical order. If the number is dirty or unsanitary, instruct the rider to go and clean it and return it dry and clean.

Membership

Riders may renew their membership from April onwards, with our 'year' officially commencing from July 1st (the beginning of the financial year). Riders whose membership status is current are shown on the Registrations Sheet as . Renewals may be done through the 'Square' facility under 'Items'; notes can be added on the app.