

Bermuda Bicycle Association

Race report Guidance for officials



It is important to document races, both as an official record of the event and as a means of learning from issues arising.

No two race reports will be the same, but the following is guidance on what content is expected. To assist you, a format has been developed to prompt/capture salient information.

Identify the race

1	Date	
2	Time	
3	Location	
4	Race type	<i>Road race/crit/time trial/MTB etc</i>
5	Organiser/race director	<i>Note the organisers and race director/contact on the day</i>

Conditions

6	Weather/road conditions	<i>Describe the weather and implications, if any, for the race for example, Were the roads wet? Was the MTB course slippery?</i>
7	Organisation	<i>Any comments on race organisation? Was chip pick up efficient? Was there sufficient space? Were timers in place on a timely basis?</i>
8	Safety	<i>Did you confirm course safety? How? Any discussion with RD on marshals? Any considerations for the start/finish?</i>

Description of race

9	Pre-race actions	<i>Any specific matters highlighted in race briefings? Did you arrange checking chips ahead of start? Did you check everyone had a number visible?</i>
10	Participation	<i>What were the number of participants per class? Were any start groups combined? What were the start arrangements? Did you confirm number of starters with timers?</i>

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11	Incidents and actions	<p><i>Note here any specific incidents that you were aware of - any actions arising/decisions taken. Disciplinary actions – disqualification/relegation?</i></p> <p><i>This section could be quite short – ie nothing remarkable happened – or quite lengthy if there were many incidents that required your attention.</i></p>
12	Results	<p><i>Attach a copy of the results that you have reviewed and signed off on – use your phone to take photos or scans of the documents on the day.</i></p>

Recommendations

13	Recommendations	<p><i>Do you have any comments or recommendations arising from your observations? This is important feedback that can help improve future events.</i></p>
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