

# NCVA PROMOTER'S HANDBOOK

Last Updated: Jan 2011



Northern California Velodrome Association • [www.ridethetrack.com](http://www.ridethetrack.com) • 985 Hellyer Ave, San Jose, CA 95111

## ***Promoting events at Hellyer Velodrome is enjoyable, gratifying, and easier than you think!***

Please take time to familiarize yourself with the NCVA Promoter's Handbook. New promoters can become qualified to promote an event at Hellyer by attending an NCVA Promoter's Seminar or shadowing a current promoter at an event. Thank you for directing your questions to the NCVA Racing Programs Committee Chair.

## **WHAT IS THE NCVA?**

The NCVA is a California Nonprofit Public Benefit Corporation with a primary purpose of fostering national and international bicycle racing by supporting and developing amateur athletes for national and international bicycle races.

The NCVA Board of Directors oversees all activity at the Hellyer Park Velodrome. The purpose of this Promoter's Handbook is to educate, encourage, and support current and potential race & event organizers at Hellyer Park Velodrome.

Location & dates of NCVA meetings are published on the velodrome website, [www.ridethetrack.com](http://www.ridethetrack.com).

## **POINTS OF CONTACT FOR CURRENT AND POTENTIAL NCVA PROMOTERS:**

- NCVA Racing Programs Committee Chair: [NCVARaceChair@gmail.com](mailto:NCVARaceChair@gmail.com)  
Primary point of contact for scheduling of events, questions, and technical assistance.
- NCVA Chief Supervisor: [NCVACHiefSup@gmail.com](mailto:NCVACHiefSup@gmail.com)  
Point of contact to schedule and confirm NCVA Supervisor availability for event.
- NCVA Communications/Information Committee Chair: [NCVACommunicationsChair@gmail.com](mailto:NCVACommunicationsChair@gmail.com)
- NCVA President: [NCVAPresident@gmail.com](mailto:NCVAPresident@gmail.com)  
Point of contact for questions, concerns, and feedback.

## **QUICK REFERENCE FOR PROMOTER'S**

### **RESPONSIBILITIES:**

1. New promoters attend a Promoter's Seminar or shadow a current promoter at an event.
2. Schedule event date(s) with the NCVA Racing Programs Chair (See *Step 1: Scheduling an NCVA Event*).
3. Consult with the Racing Programs Chair if Hellyer Park Rangers have to be notified & scheduled for events conducted outside normal park hours.
4. Develop a race flyer and provide to the Racing Programs Chair (See example flyers, *Appendix A*).
5. If the event is USAC sanctioned and not an NCVA Sponsored Event, obtain a USAC permit.
6. Race Officials: Consult with Officials Committee Chair to decide the appropriate number of officials for the event (See *Step 3: Schedule and Confirm Event Staff*).
7. Schedule NCVA Supervisor for the event.
8. Schedule an event announcer - not required, but good for spectators.
9. Ensure all necessary equipment is available.
10. Ensure each participant of the event has completed all necessary county and event waivers.
11. At the completion of the event, submit all NCVA promotion paperwork: waivers, Official's report, incident reports, event revenue report.
12. Submit race results to the [NCVA@googlegroups.com](mailto:NCVA@googlegroups.com) email list.
13. In case of rain or emergency, cancel event via email to [NCVA@googlegroups.com](mailto:NCVA@googlegroups.com).

## Step 1: Schedule an NCVA Event

Scheduling deadlines - priority will be given to requests submitted to the Race Committee Chair prior to the following deadlines:

- Events held prior to June 1, promoters must contact the Racing Programs Chair by January 1st.
- Events held June 1 thru September 30, promoters must contact the Racing Programs Chair by February 1st.
- Additionally, the NCVA Racing Programs Chair will schedule event requests submitted after the above deadlines, provided requests are submitted **60 days prior to the event** and there are no NCVA calendar conflicts.

Permits for events that do not meet the above deadlines are subject to approval from the NCVA Race Programs Committee and Hellyer Park Rangers.

In case of a conflict in scheduling requests, the NCVA Racing Programs Committee (or NCVA BOD, as required) shall decide races to schedule based upon the following criteria:

- Promoter's previous experience and ability
- Pre-race publicity plan
- Pre-race email support for potential participants
- Proposed budget
- Timely posting of race results

Scheduling requests for events are subject to approval from the NCVA Racing Programs Committee and Hellyer Park Rangers.

**IMPORTANT:** The NCVA pays Hellyer Park Rangers overtime fees for events that begin or conclude outside the park's regular hours. To ensure Ranger availability, the NCVA urges all promoters to meet the 60-day event scheduling requirement for any events to be conducted outside normal park hours.

*Hellyer Park regular hours: Open year-round from 8 a.m. until sunset.*

## Step 2: Permit an NCVA Event

All Hellyer Velodrome events must have an insuring body sanction the event. NCVA has access to two sanctioning organizations:

- USA Cycling (USAC)
- American Track Racing Association (ATRA).

NCVA Sponsored Tuesday/Wednesday Night events are USAC sanctioned - with the NCVA obtaining these USAC permits.

Promoters are encouraged to consult with the Racing Programs Committee to select the sanctioning organization for their specific event.

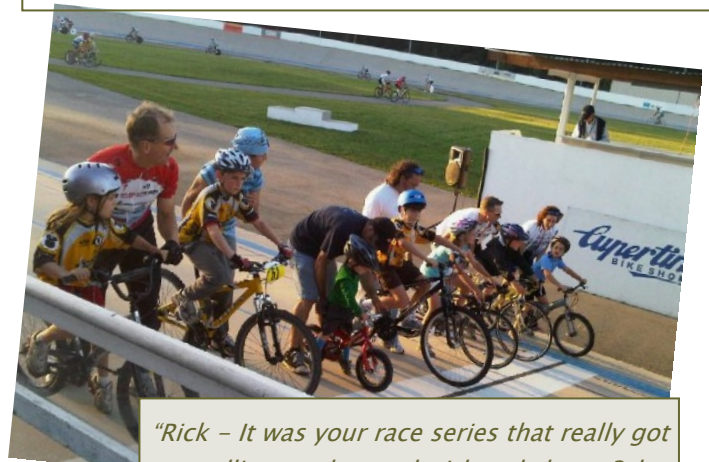
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**USAC Permits** may be obtained by promoters by submitting a USAC event permit application, found on the USAC website:

<http://www.usacycling.org/forms/RdTrkCxPermitApp.pdf>

**ATRA Permits** are the default permits obtained by NCVA membership in ATRA. No permitting requirement is necessary for promoters of ATRA events.

**Santa Clara Special Event Permits** are necessary if the anticipated number of riders and spectators is expected to be 100 or more for an event. The NCVA Racing Programs Chair will assist in acquiring a Santa Clara Special Events Permit.



*"Rick - It was your race series that really got me rolling at the track. I loved those 3 lap scratch races we did some nights! Thank you so much." - Brian P.*

## Step 3: Schedule and Confirm Event Staff

### NCVA Supervisor - Required Event Staff

The Supervisor is responsible for opening and closing the facility gates; administration and supply bin; rental bikes bin; and the bike locker bin. The Supervisor is also responsible for turning the lights on and off; contacting emergency personnel in case of an accident; and completing incident report forms.

NCVA Sponsored events (i.e., Tuesday/Wednesday events) will have Supervisors scheduled by the NCVA Race Committee Chair and Chief Supervisor. The Promoter will pay the Supervisor a fee of \$25 from race entry revenue.

Independent and Championship Promoters will contact the NCVA Race Committee Chair and Chief Supervisor about scheduling a Supervisor for their event and provide a Supervisor payment rate.

### Race Official(s) - Required Event Staff

Promoters will consult with the NCVA Officials Committee Chair to determine and schedule the number of race officials needed for an event. Race Officials are paid the day of the event and through revenue generated from the event.

### Event Volunteers

The Promoter is responsible for scheduling and confirming all event volunteers. Most races require between 1 to 8 volunteers.

### Event Staff Responsibilities:

1. **Official(s)** - officiating responsibilities are: event referee, judge, scorer, timer, and starter. One official may perform more than one duty, and volunteers may substitute/assist for some officiating responsibilities.
2. **Registrar** - may be a promoter, event staff, and/or experienced volunteer(s). Registrars confirm participant waiver completion, confirm participant category via racing license, receive event fees, and supply officials and Secretary with completed start lists.
3. **Lap card turner** - volunteers may be trained in a short period of time to act as lap card turner.
4. **Gate monitor** - volunteer to ensure no one crosses the track during events.
5. **Secretary** - compiles and posts results for athletes to view during the event.
6. **Keirin driver** - must have valid motorcycle license, insurance, and be approved by the NCVA Supervisor of the session. The motor driver must wear a DOT approved motorcycle helmet while on the track.

## Step 4: Pre-Event Responsibilities

1. Schedule, permit, and confirm event staff for event - as per *Steps 1 thru 3 of the Promoter's Handbook*.
2. Sponsorship - Independent and Championship Event Promoters are encouraged to find sponsorship for their events.
  - a. The promoter may request an NCVA cash scholarship. The NCVA criteria for granting scholarships are:
    - i. The event's proposed budget.
    - ii. The event's publicity plan.
    - iii. The promoter's previous experience.
    - iv. The overall NCVA budget at the time of request.
      1. If the amount of sponsorship exceeds \$500, the NCVA BOD will also review the event's final income and expense statements.
  - b. A Promoter may sell billboard advertisement space on the Hellyer Velodrome walls for approved events for the amount of \$600. For information on how to sell advertising billboard space for an event, please contact the Chair of the Sponsorship/Marketing Committee.
  - c. The NCNCA offers grants and cash sponsorships for new USAC races - details may be found at [www.ncnca.org](http://www.ncnca.org).
3. Publicity - The promoter shall publicize their event to the Hellyer Velodrome Community with an *email reminder, event flyer, and detailed racing schedule* according to the following criteria:
  - a. NCVA Sponsored Weeknight Promoters (Tuesday/Wednesday Night)
    - i. Email reminder and race schedule to the [NCVA@googlegroups.com](mailto:NCVA@googlegroups.com) 3 days prior to the event. Sample race schedules are attached as *Appendix A*.
  - b. Independent Promoters
    - i. Email an event flyer to the NCVA Communications/Information Committee Chair at least 14 days prior to the event for posting on the Hellyer website. Sample flyers are attached as *Appendix B*.
    - ii. Email a detailed racing schedule to [NCVA@googlegroups.com](mailto:NCVA@googlegroups.com) at least 7 days prior to the event. Sample flyers are attached as *Appendix B*.
  - c. Championship Event Promoters
    - i. Email an event flyer to the NCVA Communications/Information Committee Chair at least 60 days prior to the event. Sample flyers are attached as *Appendix B*.
    - ii. Email a detailed racing schedule at least 14 days prior to the event to [NCVA@googlegroups.com](mailto:NCVA@googlegroups.com). Sample race schedules are attached as *Appendix A*.
  - d. Promoters may also publicize their event to the wider community and a media contact list is attached as *Appendix D*.

### *Step 4: Pre-Event Responsibilities (Con't)*

4. Online registration is recommended for Time Trial and Championship events. Consulting the Racing Programs Committee is recommended to coordinate online registration.
5. The week of the event:
  - a. Confirm participation of the scheduled Supervisor, Official(s), and volunteer(s) for the event. Be sure to confirm the rate of pay for any officials.
  - b. Print Registration & Results Sheets for use at event (see *Appendix E*)
  - c. Print Event Schedules for posting at the track for athletes and spectators.
  - d. Prepare Cash box with appropriate change. Suggested \$100 in \$5 bills.
6. In case of rain or emergency, an event is cancelled by email to [NCVA@googlegroups.com](mailto:NCVA@googlegroups.com). Cancellation occurs after a consultation with the assigned Supervisor.



A successful event is the combined effort of the promoter, officials, volunteers and the participants.

## Step 5: Event Day Responsibilities

### Prior to the event :

1. Arrive at the velodrome 1.5 hours before (Supervisors will open the track) the start of the event to:
  - a. Bring out Bell & Lap Card stand
  - b. Set-up Sound/PA System (See *Appendix F*)
  - c. Post the event schedules for athletes and spectators
  - d. Organize and coordinate volunteers to their duties for the evening (See *Step 3 in the Promoter's Handbook*).
  - e. Set-up Registration - prepare for participants to submit the following:
    - i. NCVA Waiver - NCVA has an online list of current riders who have completed their NCVA waiver. Promoters should print out the list and bring to the event - list: <http://ridethetrackforms.com/displayNames.php>
    - ii. Santa Clara Parks Waiver
    - iii. USAC Waiver (if USAC sanctioned)
    - iv. NCVA sign-up sheet (used for scoring/results)
    - v. Open rental bike container if promoter is allowing participants access to rental bikes. NCVA rental fee is \$5 per bike (Junior racers exempt).
    - vi. Revenue for cash box
2. Open registration at least 1 hour before start of event. Registrars must:
  - a. Ensure valid license and accurate racing category of all participants if a USAC sanctioned event.
  - b. Ensure all participants complete all necessary waivers (NCVA provides all waivers):
    - i. NCVA Waiver
    - ii. Santa Clara County Parks Waiver
    - iii. USAC Waiver (if a USAC sanctioned event).
  - c. Assign race numbers. The NCVA purchases new race numbers annually that may be used by promoters. Riders are given one (1) race number free per year, and are asked to pay \$5 per replacement race numbers.
  - d. Collect race revenues.
3. Close registration 15 minutes before the start of the event.
4. Provide the Chief Official and Secretary completed start lists.

### During the event:

1. Post results as quickly as possible after each event.
2. Act as "Whip" - ensuring racers are "in the ready" for the next scheduled event.
3. Respond to any requests/questions from racers or officials.
4. Coordinate with Chief Official regarding shortening of races if event is running over schedule.

### *Step 5: Event Day Responsibilities (Con't)*

5. Assist the Supervisor with any accidents during the event. The Supervisor is certified in CPR/AED/First Aid and will conduct the accident protocol, however Promoters shall familiarize themselves with the Hellyer accident protocol (See *Appendix G*).

#### After the event:

1. Complete officials report (if USAC sanctioned).
2. Pay officials.
3. Pay NCVA Supervisor.
4. Collect fee if an NCVA Sponsored Tuesday/Wednesday Night Promoter.
5. Complete NCVA revenue form and deposit remaining revenue as per *NCVA Roles and Responsibilities* pages 8 thru 10.
6. Transfer trash from velodrome cans to Hellyer dumpster in parking lot.
7. Return Lap Card/Bell stand to the Admin Bin.
8. Coordinate with NCVA Supervisor to:
  - a. Properly store the PA/System
  - b. Put all lost/found items in administration bin.
  - c. Return all rental bikes to rental bike bin if promoter has allowed rentals for the event.
  - d. Lock all containers.
  - e. Clean-up infield.
  - f. Turn off lights.
  - g. Lock the facility gates.
  - h. Notify NCVA Infrastructure Committee Chair if any velodrome equipment needs repair or replacement (lap cards, trash bags, etc).

### **Step 6: Post-Event Responsibilities**

1. Email full results to [NCVA@googlegroups.com](mailto:NCVA@googlegroups.com). Results will be re-posted to the Hellyer Results Blog by the NCVA Communications/Information Committee. Please see examples of results formatting in *Appendix C*.
2. Deposit any outstanding revenue and paperwork to the NCVA Treasurer.
3. Optional: Send results to media contacts listed in *Appendix D*.
4. Optional: Send all event photography website links to [NCVA@googlegroups.com](mailto:NCVA@googlegroups.com).

## NCVA PROMOTERS' ROLES AND RESPONSIBILITIES

(NCVA SPONSORED, INDEPENDENT, AND CHAMPIONSHIP PROMOTERS)

### NCVA Sponsored Weeknight Promoter (Tuesday/Wednesday Nights)

Tuesday and Wednesday night races are sponsored by the Northern California Velodrome Association. The NCVA Board shall decide upon these event's sanctioning, entry fees, promoter, official fees, and rider categories. To request to become an NCVA Sponsored Promoter, please submit a request to the NCVA Racing Programs Chair.

#### Sanctioning:

- Tuesday and Wednesday night racing will be USAC sanctioned. The NCVA will obtain all Tuesday and Wednesday event USAC permits.

#### Fees:

- Entry fees for every participant will be \$15. Rental bikes are \$5. Junior-aged racers compete free of charge.
- Officials will be paid USAC fees from event revenue.
- Race promoter may receive up to \$100 in compensation from event revenue. If attendance is such that this compensation cannot be covered by event revenue, a check from the NCVA will be mailed to the promoter at a later date.
- All remaining revenue created from the event will be deposited to the NCVA.

#### Race Categories:

- 2011 Tuesday Night categories will be: Men 4/5, Women 4, Men 1/2
- 2011 Wednesday Night categories will be: Men 3, Women 2/3, Rotating Category (Madison, Sprints, Masters 45+, Juniors, etc. To be determined by Promoter and Racing Programs Committee.)

#### NCVA Responsibilities:

- NCVA Racing Programs Chair will schedule and provide technical assistance to the Tuesday and Wednesday night race promoters.
- NCVA Officials Committee working with NCNCA will schedule officials for the night of racing.
- NCVA Race Committee Chair and Chief Supervisor will schedule a Supervisor for the night of racing.
- NCVA Race Committee will post results from [NCVA@googlegroups.com](mailto:NCVA@googlegroups.com) to the [ridethetrack.com](http://ridethetrack.com) blog.

#### Promoter Responsibilities:

- Promoters without previous experience will either attend a promoter's seminar (held in Spring), or shadow an experienced race promoter prior to their first event.
- Promoters shall secure an appropriate number of volunteers to assist in the event (see *Step 3: Schedule and Confirm Event Staff*).
- 2 weeks before to the event promoters shall confirm with the NCVA Racing Programs Chair.
- 3 days prior to the event promoters shall email the [NCVA@googlegroups.com](mailto:NCVA@googlegroups.com) email list a reminder of the event.
- Completed race results shall be emailed to [NCVA@googlegroups.com](mailto:NCVA@googlegroups.com) within 7 days.
- Promoters shall adhere to all NCVA event responsibilities (See *Steps 4 thru 6 of Promoter Handbook*).

## *NCVA PROMOTERS' ROLES AND RESPONSIBILITIES (Con't)*

### Independent Promoter

An independent promoter chooses to run a track race or event held on either a weekend or weeknight. Independent promoters are offered flexibility in race organizing with regards to the event sanctioning, entry fees, expenses, the choice of events and categories, and securing volunteers.

#### NCVA Responsibilities:

- NCVA Race Committee Chair will schedule all events.
  - See *Step 1: Scheduling and NCVA Event* for deadlines and scheduling priority criteria.
- NCVA Race Chair will provide technical assistance to the promoter.
- NCVA Officials Committee working with the NCNCA will assign officials for USAC sanctioned events. If the Independent Promoter chooses to promote under ATRA, the promoter is responsible for finding licensed officials.
- The promoter may request an NCVA cash scholarship. The NCVA criteria for granting scholarships are:
  - The event's proposed budget.
  - The event's publicity plan.
  - The promoter's previous experience.
  - The overall NCVA budget at the time of request.

If the amount of sponsorship exceeds \$500, the BOD will also review the event's final income and expense statements.

#### Promoter Responsibilities:

- Submit race date requests to the NCVA Racing Programs Committee Chair as per relevant deadlines.
- Contact the NCVA Race Committee Chair and Chief Supervisor to schedule a Supervisor with an offered pay rate.
- Confirm the scheduled Supervisor by contacting the Chief Supervisor 14 days prior to the scheduled event.
- As per Step 4 of the Promoter's Handbook:
  - Advertise the event via a reminder email to the [NCVA@googlegroups.com](mailto:NCVA@googlegroups.com) email list, and any applicable media outlets.
  - Provide the Race Programs Chair a race announcement 14 days prior to the event.
  - Email a detailed schedule of events to the [NCVA@googlegroups.com](mailto:NCVA@googlegroups.com) email list at least 7 days before the event.
- Pay event sanctioning and officials' fees.
- Pay the NCVA a fee of \$5 per rider per day. Additionally, NCVA allows the use of rental bikes for the cost of \$5/rider. These fees must be paid to the NCVA Treasurer within 10 days after the event.
- Completed race results shall be emailed to [NCVA@googlegroups.com](mailto:NCVA@googlegroups.com) within 10 days, uploaded to the Hellyer Results Blog, and uploaded to the USAC website if USAC sanctioned. Please see examples of results formatting in *Appendix C*.

## *NCVA PROMOTERS' ROLES AND RESPONSIBILITIES (Con't)*

### **Championship Event Promoter**

Championship events shall adhere to the same responsibilities as the Independent Race Promoter Guidelines, with the following additions/exceptions.

#### **NCVA Responsibilities:**

- The Racing Programs Committee Chair will accept promoter requests for Championship events by February 1st.
  - If multiple requests are submitted to promote a Championship event, the organizer will be determined by the NCVA Board of Directors following the criteria outlined for determining scheduling conflicts, in addition to promoter's experience and prior performance, promoter's willingness to use online registration, rider entry fee charge, and overall event proposal.

#### **Promoter Responsibilities:**

- Promoters interested in hosting a State Championship, Elite National Qualifier Event, or National Championship event should contact the NCVA Racing Programs Chair prior to February 1st.
- Promoters shall sanction all Championship events as USAC events.
- Race promoters for State Championships should be in contact with the NCNCA President to ensure State Championship medals are available on race day.
- In the case of a National Qualifier Race, the promoter shall be in contact with the USAC National Championship Event organizer to ensure that the qualifier race is on the official USAC calendar.
- Promoters are highly encouraged to offer online registration, especially for time trial championship events.
- Race organizers are encouraged to secure event sponsorships to help enhance the event and defray expenses.
- The race announcement must be forwarded to the NCVA Racing Programs Chair 60 days before the event. USAC permitting must be issued by the time of the event flyer posting.
- A detailed schedule of racing must be posted to the [NCVA@googlegroups.com](mailto:NCVA@googlegroups.com) email list at least 14 days before the event.
- Complete race results must be emailed to the [NCVA@googlegroups.com](mailto:NCVA@googlegroups.com) within 5 calendar days. In the case of an Elite Qualifier, results must also be submitted to the appropriate USAC official within the USAC timeframe. Please see examples of results formatting in *Appendix C*.

## *Appendix A - Sample Race Schedules #1: Example email reminders*

5:00 Gates Open; 6:00 Registration Opens; 6:45 Registration Closes; 6:50 Track Closes; 7:00 Racing Begins

A signed USAC Release Form required each night:

[http://www.usacycling.org/forms/waiver.php?url=rider\\_release.pdf](http://www.usacycling.org/forms/waiver.php?url=rider_release.pdf)

County Waiver - If your name is not on the Hellyer master waiver list (<http://ridethetrackforms.com/displayNames.php>) then you must submit the below county form:

<http://www.ridethetrack.com/resources/releases2010.pdf>

Juniors MUST have a parent present to sign form.  
Current USAC license must be present at registration.  
Race Fee: \$20 (Includes \$5 NCVA & \$3 USAC fees).  
Juniors Race Fee: \$5 (covers fees)  
Rental bikes available for an extra \$5.

Directions to the start location can be found on the Hellyer Velodrome website - site: <http://www.ridethetrack.com> -Parking Fee: \$6

Omnium: Sprints, Scratch Race, Points Race, & Miss n Out  
Hellyer Crawl no points but Top 3 awarded prizes.

### 3 September Schedule

Sprints Rd 1 (4 x 3-ups, 1st advances; 2nd advances to 5th place bracket)  
Open 3/4 Scratch 15 laps  
Men 123 Scratch 30 laps  
Women 2/3/4 Scratch 15 laps  
Sprint Rd 2 (4 x 2-ups: semi 1,2 & 5th place bracket 1,2)  
Kiddie Kilo  
Open 3/4 Points Race 20 laps @5  
Men 123 Points 50 laps @5  
Women 2/3/4 Points 20 laps @5  
Sprint Finals (3 x 2ups: 1st/2nd, 3rd/4th, 5th/6th)  
Hellyer Crawl  
Open 3/4 Miss n Out  
Women 2/3/4 Miss n Out  
Men 123 Miss-n-Out  
Podium Hellyer Crawl  
Podium Open 3/4  
Podium Women 2/3/4  
Podium Men 123  
End by 9:30

Appendix A - Sample Race Schedules #2: Example of timed events

2010 NCNCA Masters State Track Championships

The number of heats/riders shown here are **estimates** based on 2009 Entries

Saturday	heats	mins/heat	min's	10:00 AM
200mTT-youngest to oldest	35	1.8	62	
Bracket Set-up			20	
Sprints-youngest to oldest	50	3.2	160	
Sprints awards, then open track			45	
3k Pursuit	2-ups		estimated start	2:46 PM
youngest to oldest	5	5.0	25	
2k Pursuit	2-ups			
oldest to youngest	14	4.0	56.0	
Pursuit awards			25	
Times shown are estimates				Finish near: 4:32 PM

Sunday	heats	mins/heat	min's	10:00 AM
500mTT	1-ups			
W, oldest to youngest	35	2.0	70	
1k TT: 30-49	2-ups			
30-49, oldest to youngest	8	3.0	24	
TT awards, then open track			60	
Points Races (likely groups)	riders	minutes	estimated start	12:34 PM
W30+, 10k	8	20		
M65+, 10k	5	20		
M50-64, 15k	10	25		
M30-49, 20k	11	30		
Points Race awards, then open track			45	estimated start
Team Sprint	heats	mins/heat	min's	2:54 PM
M30+	2	3	6	
W30+	2	2	4	
M40+	3	3	9	
W45+	2	3	6	
M50+	1	3	3	
M60+	2	3	6	
Open track			15	
Team Pursuit				
M30+	2	6	12	
W30+ 3k	3	7	21	
M40+	1	7	7	
M50+	2	6	12	
M60+	2	7	14	
Team Event Awards			25	
Times shown are estimates				Finish near: 5:14 PM

*Appendix B - Sample Race Flyer #1: ATRA Sanctioned Event*

## 2010 Get Ready for Summer Spring Track Series



**Saturday afternoon weekend races to get you ready for 2010; and,  
Qualify you for the Testarossa Velodrome Challenge at Hellyer June 11-12**  
For AVC qualifying details see [www.ridethetrack.com/avc](http://www.ridethetrack.com/avc)

**Saturday, March 27; Saturday, April 17; Saturday, May 15**

Track opens at noon with racing beginning at 1 pm

**Race Categories: A, B, C**

Montano Velo Keirin	Scratch Race
Miss & Out	Points Race

**Saturday, May 29:**

Track opens at noon with racing beginning at 1 pm

**Women 3 & 4**

**Group B & Group C - NO Group A (P12).**

Women Cat 3 and Cat 4 will race separately if at least 8 racers attend in each group  Race groups will change for each race with no more than 10 in each field.  Scratch                      Points Race Win & Out                      Tempo	Montano Velo Keirin Scratch Race Points Race Miss & Out
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- For a description of the races read "[Race Descriptions](#)"
- All results posted to: <http://hellyerracing.blogspot.com/>
- Track opens at noon, Racing Starts at 1 pm, completed by 4 pm.
- Entry fee \$20; Rental Bikes available

Self-selected Categories. Depending on rider turn-out and rider fitness, promoter has the right to change rider's Category. Race Categories will closely align P12, Cat 3, Cat 4&5. Racers without previous mass-start track racing experience need to attend three Saturday AM beginner sessions.

Overall omnium for each group will be scored with points awarded 7-5-3-2-1 for each race. Colorful awards for top 5 in each group each race day.

Questions? Email Rick at [oldtrackie@gmail.com](mailto:oldtrackie@gmail.com)

*Appendix B - Sample Race Flyer #2: USAC Sanctioned Event***Tuesday Night Track Racing****Every Tuesday in March, April, May, and September 2010***At the San Jose Velodrome*

\$12 per night

Juniors always race for free. Rental bikes available for an extra \$5

After USA Cycling insurance and official fees, 100% of your entry fee goes to NCVA

Gates open @ 6:00pm

Warm-up shall not interfere with the Junior afternoon training session

Racing Starts @ 7:00pm

1st Group - Category 4's and 5's, 25 lap scratch race

2nd Group - Category 3's and 4's, 25 lap scratch race

3rd Group - Professionals, Category 1's, 2's, 3's, 25 lap scratch race

1st Group - Category 4's and 5's, 40 lap points race

2nd Group - Category 3's and 4's, 50 lap points race

3rd Group - Professionals, Category 1's, 2's, 3's, 50 (or more) lap points race

Women and Juniors will have a separate race if attendance warrants (10 or more),  
and they want to race together

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Lights off and out of the parking lot no later than 9:30pm

**The details:**

- USA Cycling permit #2010-748. USA Cycling 2010 racing license required. Results to be posted onto both websites ([www.ridethetrack.com](http://www.ridethetrack.com), <http://tuesdayresults.blogspot.com> and [www.USACycling.org](http://www.USACycling.org))
- Safety is our goal. Racers without previous mass start track racing experience need to attend three Saturday morning or Monday evening new rider sessions before racing on Tuesday Nights.
- Upgrade points available when field sizes are met.
- Points race sprints will be scored in the usual 5-3-2-1 format. Sprints every 5 laps in the points races. Riders up one lap will receive 20 points. Riders down a lap will receive a 20 point deduction.
- USA Cycling rules apply. All racers will follow the rules of the track or they will be watching.
- Later racers may warm-up behind early races and shall not interfere with the outcome, at promoter discretion.
- Questions? Contact Larry Nolan, Team Specialized Racing Juniors and Masters Cycling, USA Cycling Level Two coach, and Level C official - [TeamNolan@hotmail.com](mailto:TeamNolan@hotmail.com)



## Appendix C- Example Race Results Formatting

***\*\*Text formatting must be used for results to be posted on the ridethetrack.com blog. Excel spreadsheets or PDFs cannot be uploaded to the blog.***

### TUESDAY, JULY 20TH RACE RESULTS

Tuesday, July 20th Race Results

Chief Referee - George Meilahn

Referee - Leo Menestrina

Promoter - Steve Jones

B/C 25 Lap Scratch Race

- 1.) Nick Rasmussen - Unattached
- 2.) Kelly Silberberg - Morgan Stanley
- 3.) Roy Johnson - VSRT
- 4.) Kevin Worley - LGBRC
- 5.) Oscar Gonzalez - SJBC

B/C 40 Lap Points Race

- 1.) Roy Johnson - VSRT
- 2.) Dave Maminski - LGBRC
- 3.) Oscar Gonzalez - SJBC
- 4.) Jen Coler - SJBC
- 5.) Nick Rasmussen - Unattached

Also racing: Isabel Gonzalez, Shannon Bhatia, Fiona Winder, Taylor Meilahn, Tina Huang, Larry Szabo, Terry Dewane

A 25 Lap Scratch Race

- 1.) Tom Fahey - Bell Lap Racing
- 2.) Robert Meyer - Metromint Cycling
- 3.) Daniel Holloway - Bissell Pro Cycling
- 4.) Bernhard Stonas - BBC
- 5.) Aaron Hunter - Kinetic Cycles

A 80 Lap Points Race

- 1.) Daniel Holloway - Bissell Pro Cycling
- 2.) Tom Fahey - Bell Lap Racing
- 3.) Robert Meyer - Metromint Cycling
- 4.) Eric Balfus - Bell Lap Racing
- 5.) John Cheetham - Metromint Cycling

Also racing: Jennifer Reither, Ruth Winder, Alden Tanaka

*Appendix D- Media Contact List*

*Appendix E - Registration Sheet Example*

Category: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

Name	Team	Race #	USAC License #
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
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22			
23			
24			
25			

*Appendix E - Results Sheet Example*

**- RESULTS -**

Event: \_\_\_\_\_ Category: \_\_\_\_\_ Date: \_\_\_\_\_

Place	Racer Name	Racer #
1		
2		
3		
4		
5		
6		
7		
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20		

## *Appendix F - Sound/PA System Instructions*

Please follow these instructions:

1. The main amp in the office container - just turn it on. Don't move it or change any of the control settings on either the front or rear. The gains (volume) are set at a good spot. The three main controls, Input 2, Input 3 and the master volume should always be between 12:00 and 3:00.
2. Always remember to keep the plastic lid off the main amp while using the PA (please remember to put the lid back on the main amp after using the PA).
3. Everything needed to use the system is in the plastic container located in the Admin Bin. The receiver and mixer are on top of some foam padding. Underneath the padding are the mics. Please, when done using the gear, put it back the way it is stored:
  - a. Mics go in first, then padding, then the rest of the gear.
4. The wireless mic receiver is connected to the preamp/mixer with the mixer sitting on top of the mic receiver. Don't disconnect them.
5. When setting the PA up on the officials stand:
  - a. Take the receiver and mixer out as one piece.
  - b. Plug each power plug into the power strip and plug the power strip into the wall socket.
  - c. Plug the long output cable with the 1/4" phono plug into the input jack on the structure beam.
  - d. The antennae on the receiver need to be opened out so they're perpendicular to the unit.
  - e. Turn the receiver on.
6. Each mic has a volume control on the receiver. They're set a good place now, but can be adjusted by turning the rotary dial for each.
7. The mic frequency is changed by using two small down-up buttons next to the rotary volume knobs. They need to remain unchanged, so don't touch them!
8. The mics themselves have a very small on/off switch near the end. PLEASE MAKE SURE TO TURN THE MICS OFF AFTER USING TO ENSURE THE LONGEST BATTERY LIFE POSSIBLE. IF THE MICS ARE LEFT ON BETWEEN USES, THE BATTERIES WILL DIE.
  - a. Promoters are encouraged to bring 2 spare 9-volt batteries in case batteries are dead.

**[Insert Image Here]**

**[Insert Image Here]**

9. This PA wasn't designed to play music at high fidelity - it's a voice PA system. One suggestion is to either play music through the PA at a pretty low volume or use the powered speakers in the container and run a separate music source through them. They sound way better for music. You'll need a cable that terminates with either a 1/4" phono or microphone style XLR plug to plug into the powered speakers. The end of the cable at the music source will most likely need to be 1/8" mini phono.
10. Because of certain electrical conditions at the track, there is sometimes a noticeable hum when the PA is turned on. This usually diminishes over time as the PA is used. If it doesn't, try using the two prong adapters that in are the PA box.

## *Appendix G - Hellyer Accident Protocol*

If an accident occurs during an event at Hellyer, the NCVA Supervisor is the person in charge. Medical care for an accident victim may be turned over to a more qualified person who may be on site (such as a doctor, registered nurse, etc), however the NCVA Supervisor maintains responsibility for managing the overall accident response. The Hellyer Accident Protocol is as follows:

1. The NCVA Supervisor decides if an ambulance is necessary.
  - a. If an ambulance is necessary, the NCVA Supervisor will immediately call the County Dispatch # (408-299-2311) on a cell phone. Calling 911 instead of the County Dispatch # is adequate.
  - b. Calling the County Dispatch Center will automatically alert the Hellyer Park Rangers to the track. The Rangers are closer and will likely arrive before the ambulance.
  - c. The County Dispatch may decide that sending an ambulance is unnecessary. They will send a Ranger who has high level first aid training. The Ranger can then decide if an ambulance is necessary. The Ranger can typically get there very quickly so minimal time is lost.
2. If the Ranger is called to the scene he/she will need the release form of **each rider** involved in the accident.
  - a. If the rider filled out a form that day, make a copy for the Ranger.
  - b. If the rider is on the Hellyer computerized Release Form list, then give the Ranger the name of the rider involved in the accident. The Ranger will be able to download the release form online.
3. For any accidents that involve a call to 911 or the County Dispatch, the NCVA Supervisor **MUST FILL OUT AN ACCIDENT REPORT FORM ONLINE** within 24 hours of the incident. It's easiest to you use the computer in the office before leaving the event:
  - a. Log in to <http://www.ridethetrackforms.com/Supervisors/> and follow the link to report accidents.
  - b. Complete the form and submit.
    - i. If training is needed on how to use the online accident release form, please contact Brian Peterson ([bsprouts@gmail.com](mailto:bsprouts@gmail.com)) or Jared Prolo ([mrprolo@gmail.com](mailto:mrprolo@gmail.com)).