



2013 NCVA Promoter's Handbook

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Hellyer County Park Velodrome Mission

Hellyer County Park Velodrome strives to promote the sport of track cycling by offering diversified racing programs, developing athletes, providing health and fitness programs for the community and bringing world-class track racing to the Northern California area. As the only velodrome in Northern California, we have a unique opportunity to attract championship cycling events and international racers, build a compelling race series and groom tomorrow's Olympians.

About NCVA

The Northern California Velodrome Association is the administrative body for the public use of the Hellyer Park Velodrome and as such, exists to provide cycling opportunities on the Hellyer Park Velodrome for the cycling community.

2013 Promoter Key Contacts:

NVCA	Other
<input type="checkbox"/> NCVA Google Mailing List NCVA@googlegroups.com	<input type="checkbox"/> Hellyer County Park Ranger County Dispatch # (408-299-2311)
<input type="checkbox"/> Track Scheduling Greg Tsutaoka (chair) scheduling@ridethetrack.com	<input type="checkbox"/> 911 Emergency: Dial 911
<input type="checkbox"/> Supervisor Resources Elizabeth Hernandez-Jones(chair) supervisor@ridethetrack.com	<input type="checkbox"/> Motor-pacing Peter T. Bohl, Lic 45097 Phone: 408-269-7292 Cell: 408-921-0133 motorpace@yahoo.com
<input type="checkbox"/> Infrastructure Liz Reap Carlson (chair) infrastructure@ridethetrack.com	<input type="checkbox"/> NCNCA Contacts: http://www.ncnca.org/ncncapage/ncnca-contacts
<input type="checkbox"/> Marketing/PR Beth Lubov Butrymowicz (chair) marketing@ridethetrack.com	<input type="checkbox"/> USA Cycling Info: www.usacycling.org
<input type="checkbox"/> Sponsorship Rich Allen (chair) sponsorship@ridethetrack.com	<input type="checkbox"/> ATRA Info: http://raceatra.com/
<input type="checkbox"/> President Steve Jones president@ridethetrack.com	

Which Type of Promoter Are You?

Promoters at Hellyer fall in to one of three categories:

- 1) NCVA Events 2) Independent Events 3) Championship Events

NCVA Events Promoter

Summary	Promoter Responsibility	NCVA Responsibility
<p>Wednesday and Friday night races are sponsored by NCVA. 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 Track Scheduling Committee Chair.</p> <p>Sanctioning: Wednesday and Friday night racing will be USAC sanctioned and NCVA will obtain all event USAC permits.</p> <p>Fees:</p> <ul style="list-style-type: none"> ▪ 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. <p>Race Categories:</p> <ul style="list-style-type: none"> ▪ Wednesday Night categories <ul style="list-style-type: none"> ▪ Men 1/2 ▪ Men 3 ▪ Men 4/5 ▪ Women 2/3 ▪ Women 4 ▪ Rotating Category (Madison, Sprints, Masters 45+, Juniors, etc. To be determined by Promoter and Track Scheduling Committee.) 	<ul style="list-style-type: none"> <input type="checkbox"/> Promoters without previous experience will either attend a promoter's seminar or shadow an experienced race promoter prior to their first event. <input type="checkbox"/> Promoters shall secure an appropriate number of volunteers to assist in the event (see <i>Step 3: Schedule and Confirm Event Staff</i>). <input type="checkbox"/> 2 weeks before to the event promoters shall confirm event with the NCVA Track Scheduling Committee <input type="checkbox"/> 3 days prior to the event promoters shall email the NCVA@googlegroups.com email list a reminder of the event. <input type="checkbox"/> Completed race results shall be emailed to NCVA@googlegroups.com within 7 days. <input type="checkbox"/> Promoters shall adhere to all NCVA event responsibilities (See <i>Steps 4 thru 6 of Promoter Handbook</i>). 	<ul style="list-style-type: none"> <input type="checkbox"/> NCVA Track Scheduling Committee (working with NCNCA) will schedule officials for the night of racing. <input type="checkbox"/> NCVA Track Scheduling and Supervisor Committees will schedule a Supervisor for the night of racing. <input type="checkbox"/> NCVA Track Scheduling Committee volunteer will post results from NCVA@googlegroups.com to the ridethetrack.com database.

Independent Events Promoter

Summary	Promoter Responsibility	NCVA Responsibility
<p>An independent promoter chooses to run a track race or event held on either a weekend or weeknight.</p> <p>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.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Submit race date requests to the NCVA Track Scheduling Committee Chair as per relevant deadlines. <input type="checkbox"/> Contact the NCVA Track Racing Committee Chair and Supervisor Committee to schedule a Supervisor with an offered pay rate. <input type="checkbox"/> Confirm the scheduled Supervisor by contacting the Supervisor Committee Chair 14 days prior to the scheduled event. <input type="checkbox"/> As per Step 4 of the Promoter's Handbook: <ul style="list-style-type: none"> <input type="checkbox"/> Advertise the event via a reminder email to the NCVA@googlegroups.com email list, and any applicable media outlets. <input type="checkbox"/> Provide the Track Scheduling Committee Chair a race announcement 14 days prior to the event. <input type="checkbox"/> Email a detailed schedule of events to the NCVA@googlegroups.com email list at least 7 days before the event. <input type="checkbox"/> Pay event sanctioning (USAC or ATRA) and officials' fees. <input type="checkbox"/> Pay 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. <input type="checkbox"/> Completed race results shall be emailed to 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 <i>Appendix C</i>. 	<ul style="list-style-type: none"> <input type="checkbox"/> NCVA Track Scheduling Committee Chair will schedule all events. See <i>Step 1: Scheduling and NCVA Event</i> for deadlines and scheduling priority criteria. <input type="checkbox"/> NCVA Officials Committee (working with the NCNCA) will assign officials for USAC sanctioned events. <ul style="list-style-type: none"> <input type="checkbox"/> <i>If the Independent Promoter chooses to promote under ATRA, the promoter is responsible for finding licensed officials.</i> <input type="checkbox"/> The promoter may request an NCVA cash scholarship. The NCVA criteria for granting scholarships are: <ul style="list-style-type: none"> <input type="checkbox"/> The event's proposed budget. <input type="checkbox"/> The event's publicity plan. <input type="checkbox"/> The promoter's previous experience. <input type="checkbox"/> The overall NCVA budget at the time of request. <p>If the amount of sponsorship exceeds \$500, the BOD will also review the event's final income and expense statements.</p>

Championship Events Promoter

Promoter Type	Promoter Responsibility	NCVA Responsibility
<p>Championship events shall adhere to the same responsibilities as the Independent Race Promoter Guidelines, with the additions/exceptions to the responsibilities (in the two right columns of this table).</p> <p>2013 NCVA Championship Event Dates:</p> <ul style="list-style-type: none"> ▪ June 15-16: Juniors District ▪ Jun 29-30: Masters Districts ▪ Sept 14-15: Elite Districts 	<ul style="list-style-type: none"> <input type="checkbox"/> Promoters interested in hosting a State Championship, Elite National Qualifier Event, or National Championship event should contact the NCVA Track Scheduling Committee Chair prior to February 1st. <input type="checkbox"/> Promoters shall sanction all Championship events as USAC events. <input type="checkbox"/> Race promoters for State Championships should be in contact with the NCNCA President to ensure State Championship medals are available on race day. <input type="checkbox"/> 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. <input type="checkbox"/> Promoters are highly encouraged to offer online registration, especially for time trial championship events. <input type="checkbox"/> Race organizers are encouraged to secure event sponsorships to help enhance the event and defray expenses. <input type="checkbox"/> The race announcement must be forwarded to the NCVA Track Scheduling Committee Chair 60 days before the event. USAC permitting must be issued by the time of the event flyer posting. <input type="checkbox"/> A detailed schedule of racing must be posted to the NCVA@googlegroups.com email list at least 14 days before the event. <input type="checkbox"/> Complete race results must be emailed to the 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 <i>Appendix C</i>. 	<ul style="list-style-type: none"> <input type="checkbox"/> The Track Scheduling Committee Chair will accept promoter requests for Championship events by February 1st. <p><i>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.</i></p>

Step 1: Schedule Your NCVA Event

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

- **Events held prior to June 1**, promoters must contact the Track Scheduling Committee by January 1st.
- **Events held June 1 thru September 30**, promoters must contact the Track Scheduling Committee by February 1st.
- Additionally, the NCVA Track Scheduling Committee 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 Track Scheduling Committee and Hellyer Park Rangers.

In case of a conflict in scheduling requests, the NCVA Track Scheduling 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 Track Scheduling Committee and Hellyer Park Rangers.

Step 2: Permit Your Event(s)

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

- **USA Cycling (USAC):** 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>
- **American Track Racing Association (ATRA):** ATRA Permits are the default permits obtained by NCVA membership in ATRA. No permitting requirement is necessary for promoters of ATRA events.

NCVA Sponsored Wednesday and Friday Night events are USAC sanctioned – with the NCVA obtaining these USAC permits.

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

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 (for example, the Annual Hellyer Velodrome Challenge). The NCVA Track Scheduling Committee will assist in acquiring a Santa Clara Special Events Permit.

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 3: Scheduling & Confirming Your Event Staff

Required?	Role	Role Description/ Responsibilities
Yes	NCVA Supervisor	<p>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.</p> <p>NCVA Sponsored events (i.e., Wednesday and Friday events) will have Supervisors scheduled by the NCVA Supervisor Committee. The Promoter will pay the Supervisor a fee of \$40 from race entry revenue.</p> <p>Independent and Championship Promoters will contact the NCVA Track Scheduling Committee and Supervisor Committee about scheduling a Supervisor for their event and provide a Supervisor payment rate.</p>
Yes	Race Official(s)	<p>Promoters will consult with the NCVA Scheduling 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.</p> <p>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.</p>
Varies	Event Volunteers	<p>The Promoter is responsible for scheduling and confirming all event volunteers. Most races require between 1 to 8 volunteers. Registrar – may be a promoter, event staff, and/or experienced volunteer(s). Volunteer roles include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Registrars confirm participant waiver completion, confirm participant category via racing license, receive event fees, and supply officials and Secretary with completed start lists. <input type="checkbox"/> Lap card turner – volunteers may be trained in a short period of time to act as lap card turner. <input type="checkbox"/> Gate monitor – volunteer to ensure no one crosses the track during events. <input type="checkbox"/> Secretary – compiles and posts results for athletes to view during the event. <input type="checkbox"/> 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. <input type="checkbox"/> Concessions – If you intend to provide food and beverages at your event, you must find a volunteer to monitor and manage this.

Step 4: Pre-Event Responsibilities - CHECKLIST

1.	Schedule, permit, and confirm event staff for event – as per <i>Steps 1 thru 3 of the Promoter's Handbook</i> .
2.	<p>Sponsorship – Independent and Championship Event Promoters are encouraged to find sponsorship for their events.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Promoters may request an NCVA cash scholarship. The NCVA criteria for granting scholarships are: <ul style="list-style-type: none"> o The event's proposed budget. o The event's publicity plan. o The promoter's previous experience. o The overall NCVA budget at the time of request. o If the amount of sponsorship exceeds \$500, the NCVA BOD will also review the event's final income and expense statements. <input type="checkbox"/> A Promoter may sell billboard advertisement space on the Hellyer Velodrome walls for approved events for the amount of \$750. For information on how to sell advertising billboard space for an event, please contact the Chair of the Sponsorship/Marketing Committee. <input type="checkbox"/> The NCNCA offers grants and cash sponsorships for new USAC races – details may be found at www.ncnca.org.
3.	<p>Publicity - Promoters shall publicize their event to the Hellyer Community with (minimum):</p> <ul style="list-style-type: none"> <input type="checkbox"/> an <i>email reminder</i> <input type="checkbox"/> <i>event flyer</i> <input type="checkbox"/> <i>detailed racing schedule</i> according to the following criteria: <u>NCVA Weeknight Promoters</u> Wednesday/Friday Night) <ul style="list-style-type: none"> <input type="checkbox"/> Email reminder and race schedule to the NCVA@googlegroups.com 3 days prior to the event. Sample race schedules are attached as <i>Appendix A</i>. <u>Independent Promoters</u> <ul style="list-style-type: none"> <input type="checkbox"/> Min. 14 Days Before Event: Email an event flyer to the NCVA Track Scheduling Committee Chair at least 14 days prior to the event for posting on the Hellyer website. Sample flyers are attached as <i>Appendix B</i>. <input type="checkbox"/> Min. 7 Days Before Event: Email a detailed racing schedule to NCVA@googlegroups.com at least 7 days prior to the event. Sample flyers are attached as <i>Appendix B</i>. <u>Championship Event Promoters</u> <ul style="list-style-type: none"> <input type="checkbox"/> Min. 60 Days Before Event: Email an event flyer to the NCVA Track Scheduling Committee Chair at least 60 days prior to the event. Sample flyers are attached as <i>Appendix B</i>. <input type="checkbox"/> Min. 14 Days Before Event: Email a detailed racing schedule at least 14 days prior to the event to NCVA@googlegroups.com. Sample race schedules are attached as <i>Appendix A</i>. <p>Promoters may also publicize their event to the wider community and a media contact list.</p>
4.	Registration: Online registration is recommended for Time Trial and Championship events. Consulting the Track Scheduling Committee is recommended to coordinate online registration
5.	<p>The week of the event:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> Print Registration & Results Sheets for use at event (see <i>Appendix E</i>) <input type="checkbox"/> Print Event Schedules for posting at the track for athletes and spectators. <input type="checkbox"/> Prepare Cash box with appropriate change. Suggested \$100 in \$5 bills.
6.	Emergencies and Cancellations: In case of rain or emergency, an event is cancelled by email to NCVA@googlegroups.com . Cancellation occurs after a consultation with the assigned Supervisor.

Step 5: (Onsite) Event Day Responsibilities

2 Hours Prior: Arrival	1 Hour Prior: Open Registration
<p>Arrive 2 hours before (Supervisors will open the track) the start of the event to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bring out Bell & Lap Card stand <input type="checkbox"/> Set-up Sound/PA System <input type="checkbox"/> Post the event schedules for athletes and spectators <input type="checkbox"/> Organize and coordinate volunteers to their duties for the evening (See Step 3 in the Promoter's Handbook). <input type="checkbox"/> Set-up Registration – prepare for participants to submit the following: <ul style="list-style-type: none"> ○ 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: https://docs.google.com/spreadsheet/ccc?key=0Annzm9CGUhoPdEZQSnppZEhrWUJtdzVqdW1hQVhrZ1E#gid=0 ○ Santa Clara Parks Waiver ○ USAC Waiver (if USAC sanctioned) ○ NCVA sign-up sheet (used for scoring/results) ○ Open rental bike container if promoter is allowing participants access to rental bikes. NCVA rental fee is \$5 per bike (Junior racers exempt). ○ Revenue for cash box 	<p>Registrars must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure valid license and accurate racing category of all participants if a USAC sanctioned event. <input type="checkbox"/> Ensure all participants complete all necessary waivers (NCVA provides all waivers): <ul style="list-style-type: none"> ○ NCVA Waiver ○ Santa Clara County Parks Waiver ○ USAC Waiver (if a USAC sanctioned event). <input type="checkbox"/> 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. <input type="checkbox"/> Collect race revenues. <input type="checkbox"/> Close registration 15 minutes before the start of the event. <input type="checkbox"/> Provide the Chief Official and Secretary completed start lists.
During the event:	After the event:
<ul style="list-style-type: none"> <input type="checkbox"/> Post results as quickly as possible after each event. <input type="checkbox"/> Act as “Whip” – ensuring racers are “in the ready” for the next scheduled event. <input type="checkbox"/> Respond to any requests/questions from racers or officials. <input type="checkbox"/> Coordinate with Chief Official regarding shortening of races if event is running over schedule. 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete officials report (if USAC sanctioned). <input type="checkbox"/> Pay officials. <input type="checkbox"/> Pay NCVA Supervisor. <input type="checkbox"/> Collect fee if an NCVA Sponsored Promoter. <input type="checkbox"/> Complete NCVA revenue form and deposit remaining revenue as per NCVA Roles and Responsibilities pages 8 thru 10. <input type="checkbox"/> Transfer trash from velodrome cans to Hellyer dumpster in parking lot. <input type="checkbox"/> Return Lap Card/Bell stand to the Admin Bin. <input type="checkbox"/> Coordinate with NCVA Supervisor to: <ul style="list-style-type: none"> ○ Properly store the PA/System ○ Put all lost/found items in administration bin. ○ Return all rental bikes to rental bike bin if promoter has allowed rentals for the event. ○ Lock all containers. ○ Clean-up infield. ○ Turn off lights. ○ Lock the facility gates. <input type="checkbox"/> Notify NCVA Infrastructure Committee Chair if any velodrome equipment needs repair or replacement (lap cards, trash bags, etc).

Step 6: After Your Event

1. Email full results to 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.

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 Track Scheduling Committee Chair (See *Step 1: Scheduling an NCVA Event*).
3. Consult with the Track Scheduling Committee 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 Track Scheduling 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 email list.
13. In case of rain or emergency, cancel event via email to NCVA@googlegroups.com.

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

County Waiver - If your name is not on the Hellyer master waiver list <http://www.ridethetrack.com/rider-info/waivers/>, then you must submit the below county form:
http://www.ridethetrack.com/board_resources/releases_CountyNcva.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 NCNA 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

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	Montano Velo Keirin
Race groups will change for each race with no more than 10 in each field.	Scratch Race
Scratch	Points Race
Win & Out	Miss & Out
Points Race	
Tempo	

- 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

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

**

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://tuesdayresults.blogspot.com> and 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



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 – Registration Sheet Example

Category: _____ **DATE OF EVENT:** _____

Name	Team	Race #	USAC License #
1			
2			
3			
4			
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25			

Appendix D – Results Sheet Example

- RESULTS -

Event: _____ **Category:** _____ **Date:** _____

Place	Racer Name	Racer #
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7		
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Appendix E – 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.
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 F – 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** within 24 hours of the incident.