

## Job Descriptions

### **EVENT MANAGER (The nominated person from the Club/Zone/State or National Body)**

Is responsible for the total organisation and conduct of the event ensuring the safety of competitors/spectators and the integrity of the sport is not compromised or brought into disrepute.

Accountability	Executive Committee hosting event
Positions Directly Reporting:	Race Director

#### **Duties**

- a) Hold, promote and demonstrate safety as a core value to the BMX event organisation and contribute to the achievement of a zero harm and incident/injury free environment through active participation in all safety programmes.
- b) Liaise between the Race Director and event management team (if required) to ensure event complies with the regulations, policies and guidelines applicable to the hosting of the event.

### **RACE DIRECTOR**

Accountability	Event Manager
Assisting	Race Commissaries

#### **Duties**

The race director, who is designated by the organizer with the assistance of the commissaires, shall be responsible for the following:

- a) Hold, promote and demonstrate safety as a core value to the BMX event organisation and contribute to the achievement of a zero harm and incident/injury free environment through active participation in all safety programmes.
- b) Maintaining and generally provide supervision of the event.
- c) Enlist adequate commissaries, officials and administrative staff commensurate with the size of the event
- d) Ensure all track personnel and equipment are ready, serviceable and in position for racing to commence and continue throughout the event.
- e) Supervise the overall operation of the track particularly with respect to people, equipment and event venue.
- f) Share knowledge of total riders numbers and the number of Moto's, 1/8's , 1/4's, Semis and Finals and ensuring the event management and
- g) Arrange the trophies and other awards are present and checking the organisation of the awards ceremonies
- h) Ensure that all forms and reports regarding the event are completed and sent the appropriate authorities

### **ASSISTANT RACE DIRECTOR/S**

Accountability	Race Director
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- a) To assist the Race Director in their duties were ever needed or requested by them.

## CHIEF COMMISSAIRE / PCP (President of the Commissaires Panel)

The Chief Commissaries shall operate from a position which permits a clear view of the track as much as possible, to supervise the event with the assistance of the other commissaries and/or race commissaries.

Accountability	Event Manager
Positions Directly Reporting	Assistance Commissaries, race commissaries

- a) Hold, promote and demonstrate safety as a core value to the BMX event organisation and contribute to the achievement of a zero harm and incident/injury free environment through active participation in all safety programmes, guides and inspections as required for the event
- b) Ensure that the venue (as far as participants) is compliant within the guidelines and safety requirements produced by the sanctioning event body. (i.e. BMXA Track inspection guide)
- c) Ensure that all riders and officials are aware of the specific competition rules, stating where necessary from the event technical instruction (flyer).
- d) Ensure that all officials are aware of their specific duties, responsibilities and methods of communications. This includes training particularly in standardisation for each specific event. Ensure that all officials are aware of the sequence of event, including the number of riders, motos, qualifying moto.
- e) Liaises with the Race Director in ensuring the event is conducted as per specific instructions from the event manager. This includes start times, special event notification etc....
- f) Ensures that the competition rules and regulations and any protests, queries or other processes are conducted in accordance with the accepted (or published) procedures.
- g) Provide a fair and reasonable approach in the application of the rules with the emphasis on the safety of participants and spectators.( Including exclusion of participant/spectators if warranted)
- h) Remain in control of ALL officiating procedures with respect to the event, including the enforcement of fellow commissaries observations or provide necessary adjudication where required. Maintain the ability to STOP racing if event warrant such.
- i) Act as President of the Commissaries Panel (if required):
  - ☞ The commissaries' panel shall be designated according to UCI article 1.2.116
  - ☞ The commissaires' panel is the final authority at any competition and has the right to impose a penalty on any competitor, spectator or team manager in the interests of safety or for violation of the rules and regulations.
  - ☞ The president of the commissaires' panel is the head of the commissaires' panel and manages the other commissaires
  - ☞ The assistant of the president of the commissaires' panel shall assist the president of the commissaires' panel in the completion of the duties and shall act as the president of the commissaires' panel's representative when the president of the commissaires' panel is not available

## ASSISTANT CHIEF COMMISSAIRE/ COMMISSAIRES

Accountability	Chief Commissaries
Positions Directly Reporting	Race commissaries

- a) Hold, promote and demonstrate safety as a core value to the BMX event organisation and contribute to the achievement of a zero harm and incident/injury free environment through active participation in all safety programmes, guides and inspections as required for the event
- b) To assist the Chief in their duties were ever needed or requested by them.
- c) Act as a member of the Commissaries Panel (if required):
  - 🌀 The commissaries' panel shall be designated according to UCI article 1.2.116
  - 🌀 The commissaires' panel is the final authority at any competition and has the right to impose a penalty on any competitor, spectator or team manager in the interests of safety or for violation of the rules and regulations.
  - 🌀 The assistant of the president of the commissaires' panel shall assist the president of the commissaires' panel in the completion of the duties and shall act as the president of the commissaires' panel's representative when the president of the commissaires' panel is not available

## RACE COMMISSAIRE (BERM OFFICIALS)

(If there is a **HEAD** Race Commissaire they must coordinate and see through the official's roster and organisation for their area.)

Accountability	Chief Commissaries
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The Race commissaries are required to:

- a) Hold, promote and demonstrate safety as a core value to the BMX event organisation and contribute to the achievement of a zero harm and incident/injury free environment through active participation in all safety programmes, guides and inspections as required for the event
- b) From appointed positions around the track provide information to the chief commissaries (or assistant if required) on the conduct and safety of all participants on and off the track during the event
- c) Ensure that all participants observe and conduct themselves in accordance with the UCI cycling regulations and or appropriate bylaws during the event
- d) Report any observed interference and/or foul riding in their allocated area of responsibility and reports infractions to the Chief Commissaire
- e) Race Commissaire shall make notes of any rule infringements or incidents that they witness. These notes shall be made available upon request by the president of the commissaires' panel/ Chief Commissaire
- f) Notifying the Chief Commissaire of conditions on the track/venue within their allocated zone that may warrant some attention by the Race Director.

**Green Flag** (or predetermined radio communication)

- 🌀 The track is unobstructed and racing can proceed

**Yellow Flag** (or predetermined radio communication)

- 🌀 The track is obstructed and racers should be held at the gate

**Red Flag – Held** by the **Chief Commissaire** (or predetermined radio communication)

- 🌀 Riders on the track should stop immediately and return to the starting gate and await further instructions

If NO Flags make sure you have a radio before taking the track or change over with the official already on the track in the area to which you're heading.

## REGISTRARS / SCORERS / ADMINISTRATORS

Accountability	Chief Commissaries
Positions Directly Reporting	Assistant Registrars, Assistant Scorers and administrators

Entry Administrators are responsible for:

- 🌀 receiving and checking for conformance with entry regulations all riders' entry forms and/or permit applications
  - 🌀 establishing a list of entrants in each category of racing and sequentially ordering the categories
- a) The secretary of the commissaires' panel Commissaire shall be responsible for the registration and classification of all riders at the event, liaise with the Race Director
  - b) Establishing a list of entrants in each class of racing, liaise with the Race Director
  - c) Sequentially ordering the classes, liaise with the Race Director
  - d) The processing and posting of the moto sheets
  - e) The processing of all results (both intermediate and final results)
  - f) The secretary of the commissaires' panel shall be assisted by a sufficient number of administrators

### Moto Boards

- a) Moto sheet administrators shall be responsible for dividing the total number of entrants in each category into moto's of not more than eight riders and for recording their names on the appropriate moto sheets
- b) Moto sheet officials shall be responsible for posting the moto sheets on the moto boards. These sheets shall be posted in order by age group with each race number clearly visible
- c) Including Internet uploads

## TRANSPONDERS

In an event arranged as a Transponder timed event – liaise with the race director and event manager to ensure adequate volumes of timing resources are available.

Accountability	Chief Commissaries
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In addition to the set-up of the transponder timing system all officials involved with the transponders will:

- a) Hold, promote and demonstrate safety as a core value to the BMX event organisation and contribute to the achievement of a zero harm and incident/injury free environment through active participation in all safety programmes, guides and inspections as required for the event
- b) be responsible for the setting up, operation of and packing up of the timing system
- c) Provide rider finish line position results to the administrators for posting on the moto boards
- d) Replace non-compliant Transponders or organise a replacement and charge for a lost Transponder
- e) Organise a team of people to also remove the **Hired Transponders only** from bikes.
- f) Organise a drop off Zone for Hired Transponders away from the Start Hill/s and Finish Line cables

## STAGING OFFICIALS

Accountability	Chief Commissaries
Positions Directly Reporting	Assistant Stagers

### STARTING HILL OFFICIALS / TOP STAGER / GATE CHECK (In front of Gate)

The top stager is the last line in ensuring that the rider (participant) is in the correct lane, moto prior to commencing a race. They are required to:

- Hold, promote and demonstrate safety as a core value to the BMX event organisation and contribute to the achievement of a zero harm and incident/injury free environment through active participation in all safety programmes, guides and inspections as required for the event
- To be responsible for checking that riders are in the correct start lane (according to the moto sheets) and safety equipment is correct prior to the start of each race
- Starting hill officials shall report to the Chief Commissaire / President of the Commissaires Panel any rider whose equipment does not conform to UCI regulations
- Radio through a clear call to the Scoring area if a rider is missing. So the call for this will be the "Event number", "Bike No." and then "Did Not Start" (not DNS), repeat this call twice, as so it is clear and precise.

## STAGING OFFICIALS

Accountability	Head Stager
Positions Directly Reporting	Assistant Stagers

All staging officials, whether it be bottom, mid or top stager are required to:

- Hold, promote and demonstrate safety as a core value to the BMX event organisation and contribute to the achievement of a zero harm and incident/injury free environment through active participation in all safety programmes, guides and inspections as required for the event
- Ensure that all participants safety equipment is correct
- Direct riders into the proper staging lanes and moto draws
- Announce each "Event Number", "Age Group/ Category", "Number Plate" and the "Riders Name" of every rider in each race.
- There must be a clear and precise communication within all staging areas.
- An appropriate number of copies of the moto sheets shall be made available to the Head Staging Official (ordered from the Race Director)
- Provide an appropriate time frame for all riders to attend their race, if the rider is not on time for staging as indicated by the staging official, the rider will lose the gate pick position and must choose the gate last.

## STARTER

Accountability	Chief Commissaries
Positions Directly Reporting	Assistant Starters

The starter (and/or her/his team) is responsible for ensuring that the appropriate conditions exist on the track, and ensure the following:

- a) Hold, promote and demonstrate safety as a core value to the BMX event organisation and contribute to the achievement of a zero harm and incident/injury free environment through active participation in all safety programmes, guides and inspections as required for the event.
- b) The start Commissaries shall be responsible for conducting the start of each race.
- c) The starter shall operate the starting gate, and perform such other actions as are necessary and appropriate to assure that each race has a safe and fair start.
- d) The starter is the person who determines when a false start has occurred.
- e) Make recommendations to the Chief Commissaries/PCP that a rider obstructing the starter from carrying out the duties may be penalized.
- f) Starters have the authority to refuse a start to any rider whose safety equipment does not conform to the rules
- g) When a timing system is utilised, the starter must first confirm with the staging official any rider who fails to present himself at the start gate and then ensure that the operator of the timing system and her/his equipment is ready before he begins the starting procedure of a race. (Top Stager must call this through to the Scorer if this occurs)



## FINISH LINE COMMISSAIRES

Accountability	Chief Commissaries
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### For a Non Transponder Event:

Finish line commissaries will:

- a) Hold, promote and demonstrate safety as a core value to the BMX event organisation and contribute to the achievement of a zero harm and incident/injury free environment through active participation in all safety programmes, guides and inspections as required for the event.
- b) The officials who determine the finishing order of a race.
- c) The Line Officials in Australia have a minimum of 5 on the line for Pro riders only and for the other categories we use minimum of 3 for each race
- d) UCI-BMX minimum of 5 who record in writing the finishing position of each rider
- e) Shall operate from an area immediately adjacent to the finish line, which permits them a clear and unobstructed view of the riders as they cross the line
- f) A line Commissaire is not only responsible for the finish line itself but also responsible to call infringements from the last corner to the finish line. Must report to the Chief Commissaire
- g) In the event that the finishing order is determined by means of finish line commissaires, they shall act as described in UCI part 6 article 6.1.019
  - e) Finish Line commissaires there shall be a minimum of 5 qualified finish line commissaires, who shall be responsible for recording the finish positions of every rider as he/she crosses the finish line in each race. The official finish positions of each race shall be determined by a simple majority of the finish line commissaires. The official finish results shall be transmitted to the secretary of the commissaires panel/ Scorer for notation on the moto sheets.

### For Transponder Events:

Accountability	Chief Commissaries
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A Commissaries who will not only monitor the last track for any deliberate interference, but also be in place to provide necessary relegations (if so required) to any participant prior to leaving the 'field of play'.

She/he will:

- a) Hold, promote and demonstrate safety as a core value to the BMX event organisation and contribute to the achievement of a zero harm and incident/injury free environment through active participation in all safety programmes, guides and inspections as required for the event.
- b) Monitor final straight for incursions under UCI Rule 6.1.089
- c) In case another scoring system is utilized, the obligations and designation conditions are determined by UCI part 1 article 1.2.119 to 1.2.121
- d) One of the members of the commissaires' panel shall act as finish line-Commissaire.

The finish line Commissaire may, on her/his own responsibility, co-opt other persons appointed and licensed by the national federation of the organiser to assist her/him.

The finish line Commissaire shall be the sole judge of the finish. She/he shall, on a special form sign and hand into the president of the commissaires' panel, note the finishing order, the number of points won and the number of laps covered. The finish line Commissaries shall be provided with a raised and sheltered podium level with the Finish line.

## COMMENTATORS / TRACK ANNOUNCER

Accountability	Race Director
Liaison	With riders, spectators and officials

The commentator shall:

- a) Hold, promote and demonstrate safety as a core value to the BMX event organisation and contribute to the achievement of a zero harm and incident/injury free environment through active participation in all safety programmes, guides and inspections as required for the event.
- b) Announce and be responsible for making formal announcements concerning the competition under information provided via the Race Director and or event management.
- c) Provide a call of races ensuring that no criticism or adjudication of official's calls, or interference in scoring is conducted.
- d) Informing riders, spectators, commissaries and officials of any changes to the race schedule, from whom ever informed them of any changes



## FIRST AID STATION 6.1.053

Accountability	Rider or participant
	Event Manager
Liaison	Chief Commissaries

A certificated position, the person deemed as First Aid shall:

- a) Hold, promote and demonstrate safety as a core value to the BMX event organisation and contribute to the achievement of a zero harm and incident/injury free environment through active participation in all safety programmes, guides and inspections as required for the event.
- b) Be properly equipped medical aides must be at all events, especially either a First Aid provider (St Johns, Red Cross)
  - ☞ Senior First Aider
  - ☞ Qualified Nurse (International events)
  - ☞ Doctors (International events)
- c) No event shall be run unless at least two (2) first aiders are on track
- d) All First Aide must ask a rider before they touch them or any of their equipment including helmets, gloves, bike etc.
- e) First Aid is to use common sense when a rider is injured as to the level of injury to intervene or ask. If touched the rider will be deemed a Did Not Finish, so last place points will be awarded to that rider.
- f) First Aide personnel to complete BMXA accident report forms

## TEAM MANAGER

Accountability	Race Director
Liaison between	Chief Commissaries
	Rider/Participant

A team manager shall, not only be introduced to the participants at the officials briefing, but shall essential provide a liaison between the chief commissaries (official team) and the rider. They are appointed by the event manager to represent the interests of all riders at the event. They have the right to enter any restricted zone as granted by the race director in order to perform her/his duties.

Essentially a team manager shall:

- a) Hold, promote and demonstrate safety as a core value to the BMX event organisation and contribute to the achievement of a zero harm and incident/injury free environment through active participation in all safety programmes, guides and inspections as required for the event.
- b) Possess a reasonable level of knowledgeable in the competition rules and regulations of BMX
- c) Represent a competitor in relation to appeals (UCI Rule 6.1.100) concerning procedural matters and be nominated by the Club or Race Director on the day

## INSPECTORS (SCRUTINEERS) - ALL OFFICIALS ARE INSPECTORS IN AUSTRALIA

Accountability	Chief Commissaries
Liaison	Rider/Participant

In accordance with UCI Rule 6.1.054, before any official practice, start of, or even during the course of any competition or event, the rider, her/his bicycle, helmet and clothing may be subject to inspection by commissaries in order to ensure they conform with the UCI rules section 8.


All officials, whilst conducting inspections (scrutineering) must:

- a) Hold, promote and demonstrate safety as a core value to the BMX event organisation and contribute to the achievement of a zero harm and incident/injury free environment through active participation in all safety programmes, guides and inspections as required for the event.
- b) The UCI makes no representation and/or statement of opinion as to the track worthiness of any bicycle, clothing, safety equipment or other gear which may be examined during the course of this inspection
- c) Any rider whose equipment is unsafe in the opinion of the commissaires, whether or not it fails to comply with a specific provision of these rules, shall not be permitted to ride on the track
- d) Are to ensure that all equipment on the bike complies with the rules
- e) Any rider who does not comply with all instructions given to them by the commissaires with respect to their equipment shall not be permitted to compete in any event

## APPEAL REFEREE

Accountability	Event manager
Liaison between	Rider/Participant

The appeal referee should:

- a) Be a fair and reasonable person, knowledgeable in the competition rules and regulations of BMX, appointed by the Event Organiser to adjudicate on appeals related to procedural matters only.
-  UCI Rule 6.1.099 specifically states, that protests by riders regarding judgement decisions during a competition are not allowed. Race commissaries in charge shall make decisions on the spot.....”