

IMPORTANT INFORMATION FOR RACE/EVENT DIRECTORS

Official Event Schedule and Summary Information:

The event schedule is posted on the Freewheelers web site. You should review this information carefully and contact the webmaster if it contains any errors or needs changes. Updates should be made at least a week prior to the event, or as early as possible. If information on this page is incorrect it is also incorrect in published documents or what is scheduled to be published in the Juneau Empire.

Registration Forms:

There are four different forms each rider should complete:

1. Freewheelers Membership Form: In order to race or ride in a Freewheelers event, a person must be a member. This is required by our insurance carrier. Membership forms are available in the Race Box and on the Freewheelers web site. Ensure there are enough copies in the box and ensure they are brought to each event.
2. Race Roster: Each person in the event must sign the Race Roster. Ensure there is a roster for the event and there are enough copies in the box for the next event.
 - **Time Trial /Group Ride Roster**: This roster is required by our insurance carrier.
 - **Road Race Roster**: This can be in any format; however, there is one in the race box for use.
3. USCF License Form: Each person in an event must sign a USCF License Form. Forms are in the Race Box. Ensure there are enough copies in the box for the next event.
 - **USCF Day License**: Required for riders that do not have an annual license with USCF
 - **USCF Waiver for Annual License Holders**: Required signature for riders that do have an annual license with USCF.

Fees:

- Freewheelers Membership is \$10.00 for an individual or \$15.00 for a family
- A USA Cycling Day License is \$10.00
- A USA Cycling Annual License is \$60.00 (see form for details)
- Event Fees:

Time Trials =	Free
Group Rides =	Free
Road Races =	\$5.00
Tours =	\$10/day or \$25/all three days

Race Boxes:

There are two boxes that should be taken to all events:

1. Equipment Box: timers, ribbons, numbers, pins, first aid, etc.
2. Paperwork Box: all forms

Race Equipment:

Freewheelers race equipment is located at Glacier Mini Storage #108 near Costco. For the combination to the storage unit, contact one of the board members listed on the web site. Directions are as follows:

From Glacier Highway

Turn on Anka Drive

Take a Right on Shaune Drive

Glacier Mini Storage units are light grey two story units on the Right. There are two units in the front and two smaller units in the back

Take a Right between the two front units

Drive to the back single story units

#108 is located on the backside of the unit on the left

Often the race director of the previous event will have all the gear. They should contact you to drop it off or take it to the storage unit. Please coordinate with each other.

Equipment includes: Equipment Box, Paperwork Box, road signs, slow/stop signs, table, broom, and door prizes.

Freewheeler's old "Riders On The Road" signs are no longer acceptable for use on State maintained highways requiring a DOT permit. The old signs are the smaller plastic signs. **Four (4) fabric "Roll-Up" "Riders On The Road" warning signs** have been purchased to replace the old signs. Use the new signs and stands first in **ALL Freewheelers events** where a warning sign is needed. On DOT roads, these signs will be placed as specified in the **DOT Permit**, and then as needed for safety.

- 4 large fabric signs fit into the metal spider stands
- 4 plastic signs fit into the large heavy rubber stands

Financial / Race Report:

Submit the Freewheelers Race Report to the Treasurer.

Include the registration forms, license forms, race roster, race proceeds (cash & checks), and vendors receipts for food or supplies. The race report is the last page of this file. **It is important to give the race report and all required attachments to the Treasurer within a few days after the event.**

Report copies are in the Paperwork Box along with large folders to place all money and documents into.

USA CYCLING PERMITS (MUST BE ON-SITE):

Every road race and mountain bike race requires a USA Cycling permit and general liability certificate. These permits are drafted by a club officer and sent to USA Cycling for approval. All permits and general liability certificates obtained from USA Cycling are located in the Paperwork Box.

DOT PERMIT (MUST BE ON-SITE):

Every event that occurs on a road maintained by the State of Alaska must have a DOT permit. These permits will be drafted by a club officer and sent to DOT for approval. Upon approval, DOT will provide a Highway Event Permit (HEP). All permits obtained from DOT should be located in the Paperwork Box; however, DOT may not issued the HEP until close to race day, based on safety and road conditions. **It is the responsibility of each race director to fully implement the permit, i.e., to direct the riders & racers as stated, implement the traffic control measures as stated, and place the DOT approved warning signs as stated.** If the race director wishes to place more signs of any kind, that is ok (even necessary in some cases), but do not neglect any of the required ones! **Note that DOT has no requirements for signage on roads that they do not maintain, and the permit does not include signage requirements for these roads! It is the race director's responsibility to place signs wherever they are needed to maintain riders and racers safety!**

USFS PERMITS (MUST BE ON-SITE):

If your race is on the list below, it occurs on land managed by the USDA Forest Service. You **MUST** have the permit Glacier Cycles has obtained from the USFS on site during the race. A copy is retained at Glacier Cycles

- **Mountain Bike Endurance Ride**
- **Dirty Tour**
- **Glacier Cycle's Mountain Bike Night Race**

Digital Photos and other info for the Web Site:

After your race is completed, you are welcome to provide a brief summary to post on our web site and/or provide photos. Please submit photos in a manageable (say 50K-75K) size and .jpg or .gif format. Send the photos to our webmaster. Do not put more than 0.5 MB of photos in any single email

Road Races:

- ✓ During the entire race, the road is not closed to traffic. Racers need to keep to the right as much as possible. Avoid riding 3-4 abreast. Learn to hold a straight line.
- ✓ If traffic is coming up behind, the riders in the rear need to vocalize to the people up front.
- ✓ The yellow line rule is in effect through the entire race.

- ✓ The sprints at the end of the race can be dangerous enough without adding more hazards. Again, the yellow line rule is in effect. You need to judge the traffic as part of your sprint strategy.
- ✓ Have a safety talk at the start line: yellow line rule, don't overlap wheels, no aerobars, and helmets are required. Roads are not closed. There can be one or more support cars to drive by the racers; however, they cannot stop traffic or ride directly behind the riders. They must leap frog.

Time Trials:

- ✓ Determine placement of riders based on past results. Slowest rider first, fastest rider last.
- ✓ Start riders in 30 second or 1 minute intervals. For the ease of tracking time, you may decide on the 1 minute intervals.
- ✓ Keep a sheet that lists each riders start time. Identify each rider as they finish and record their time. Calculate their actual time based on their start time.
- ✓ Safety talk at the start line: yellow line rule, stay on the shoulder, watch for cars at any turn-around points, keep your head up on the road ahead, helmets are required, and no drafting. The roads are not closed, we must yield to traffic.

Results:

Provide ribbons to the top three finishers for women and men for both the Sport and Expert divisions.

Race results for the Web Site:

Race results should be submitted on an Excel spreadsheet in final form to the web master. It's preferred that results are provided within 24 hours.

Race results for the Juneau Empire:

Race results should be submitted on an Excel spreadsheet in final form to the Juneau Empire. It's preferred that results are provided within 24 hours.

Juneau Empire Fax: 586-3028

Timothy.nichols@juneauempire.com

sports@juneauempire.com

Vice President of Racing:

The VP of Racing will help you with general information and questions about the race. The current version of this is available on the Freewheelers web site. If you have questions about how to proceed or on how to run a quality event, contact the VP of Racing. In the event, there is not VP of Racing, contact a board member or the person who directed the event in the past.

PSAs (Public Service Announcements):

Modify the example PSA below as desired, and submit it as noted before your event.

For KTOO, if you'd also like to do a live broadcast contact Jeff Brown at 463-6425.

PSA for Tee Harbor Road Race (Example)

Friday, May 2nd – Tee Harbor Short Road Race

The Juneau Freewheelers Bicycle Club will be having a 25 mile road race. Registration starts at 5:30 pm at the Tee Harbor Fire Station parking lot. Race start is 6:00 pm. The course is an out-and-back course. For more information see the web site at www.juneaufreewheelers.com or call Tara Jeans at 790-2040

DATE: (Date & send fax on the Monday preceding the race):

FAX TO:

KINY/KSUP	586-3266
KJNO/KTKU	463-3685
KTOO	586-3612
KVIM	780-4376
JUNEAU EMPIRE	586-3028

(the race schedule is submitted to the sports editor at the beginning of the year, so it should already be scheduled to post in the weekly events calendar; however, if there are changes to the event – ensure they know).

FROM: Tara Jeans
Juneau Freewheelers Bicycle Club
(Contact phone number is 790-2040)

**RE: PUBLIC SERVICE ANNOUNCEMENT FOR UPCOMING JUNEAU
FREEWHEELERS BICYCLE CLUB SPONSORED EVENT**

JUNEAU FREEWHEELERS RACE RECONCILIATION

EVENT _____ DATE _____

RACE DIRECTOR _____

NO. OF ENTRANTS _____

MONEY RECEIVED

Event Fees	\$ _____
Race Day License	\$ _____
Race Annual License	\$ _____
Freewheelers Membership	\$ _____
Merchandise	\$ _____

TOTAL RECEIVED \$ _____

EXPENDITURES

(Need
Reimburse?
Y/N)

REFRESHMENTS	\$ _____	_____
OTHER (_____)	\$ _____	_____
OTHER (_____)	\$ _____	_____
OTHER (_____)	\$ _____	_____
OTHER (_____)	\$ _____	_____
OTHER (_____)	\$ _____	_____

TOTAL RECEIPTS (attached) \$ _____

Are any receipts not attached? _____

(SERR will reimburse you for any covered expenses noted above, providing you mark Reimburse = Y above and include receipts.

MONIES ENCLOSED: TOTAL \$ _____ (should equal the total money received for the event)

Details of Enclosed:	\$ TOTAL IN CHECKS	\$ _____
	\$ TOTAL IN \$50's	\$ _____
	\$ TOTAL IN \$20's	\$ _____
	\$ TOTAL IN \$10's	\$ _____
	\$ TOTAL IN \$ 5's	\$ _____
	\$ TOTAL IN \$ 1's	\$ _____
	\$ TOTAL IN \$COIN	\$ _____
	\$ TOTAL IN OTHER	\$ _____

Contacts: Rose Welton
 Home 364-2779, Work 465-2940
 Backup: Tara Jeans
 Home 790-2040, Cell 321-8835

Was any race equipment in need of repair/replacement?

Suggestions to improve the race next year?