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ECCC MTB 2004 Registration & Results Guide

Hello everyone, welcome to another season of the best collegiate racing in the country. My name is John Frey and I run the PEP Results service. Over the last three years I have worked the results for every road event, unfortunately I can't attend the mountain bike events but I have volunteered to incorporate many of the time saving enhancements into your mtb season. As always, the system will be consistent and inclusive of all the ECCC events.

The major highlights for 2004 include:

- All riders will receive one number plate to use the entire season. Do not lose it! Do not forget it! The replacement fee will be \$5.
- All riders will sign a packet of USAC Standard Releases for the entire season when they first receive their PEP number kits. This will take place at the race only. You DO NOT need to sign a new release each weekend. Please download and pre-print the packet from eccc-info.com.
- You will no longer need to sign a release at each race or send a release when pre-registering. However, you still need to pre-register to avoid late fees and you must "sign-in" at the registration table before each event. You must show your license (or buy one) and verify that you have paid before you race.
- All race staging will take place a short distance behind the start line. The official will then record your PEP numbers one at a time and motion you to roll forward. You must have your number recorded before you go to the start line.
- When changing categories you DO NOT need a new number. This is different than the road season. Instead, each number plate has a space for a XC sticker and a DH sticker. Make sure you have the correct sticker for your category.

While this system is simplistic it does require full cooperation from all including:

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|-------------------------------|----------------|
| 1. Racers | 5. Promoters |
| 2. Team Coaches/Club Captains | 6. PEP Results |
| 3. Registration staff | |
| 4. Officials | |

It is everyone's duty to understand his or her responsibilities within the system. Below is a guide for each participant, read it thoroughly, follow it, and ask questions if necessary. Please feel welcome to contact me at the above email address or phone number.

I'm looking forward to a most competitive and enjoyable season.

Sincerely,

John Frey
PEP Results

INFORMATION FOR RACERS

*** This information is for all riders on your team. Please share this information with every team member, discuss as necessary, and make sure all are aware of his or her responsibilities. ***

PERMANENT RIDER NUMBERS – This is the most vital element to the PEP Results system. It will streamline all facets of the registration and results format. Every rider must fill out the info sheet/release packet and receive a number plate for the entire season. No charge for the kit (unless you lose your numbers). You use the same number for XC and DH events. Please download and pre-print the packet from eccc-info.com.

NUMBER PLATES – You will be issued a single number plate for all events. This number will be used at every race. Lost, stolen, misplaced, forgotten number plates will cost \$5 to replace. No excuses, no exceptions.

UPGRADES/DOWNGRADES - If you want to change categories you DO NOT need a new number. This is different than the road season. Instead, each number plate has a space for a XC sticker and a DH sticker. Make sure you have the correct sticker for your category.

RACE REGISTRATION – You will register for each event separately as you have always done. You must either pre-reg (to save some cash) or sign-up at the event (and pay a late fee). If you pre-reg, you must still come to the registration desk to “sign-in”. You need to show your USAC license (or purchase one) and confirm your payment fee.

RESULTS & PROTESTS: IMPORTANT! - Please read the Officials section below. Full results will be posted onsite. The protest period will follow the prescribed rules. It is the racers’ responsibility to understand the rules. **No post race day result changes!**

SEASON LONG POINT STANDINGS – John Frey of PEP Results will handle the season long point standings. It is my intention to have standings updates by Tuesday of each week. Check the website at eccc-info.com.

INFORMATION FOR PROMOTERS

EDUCATE ALL EVENT CREWS & PARTICIPANTS – Read and understand this guide, USCF rules, NCCA rules, and ECCC rules. Then interpret the rules for your specific event. And finally, communicate with all (officials, race staff, PEP Results, racers) as to your unique event circumstances. It is ultimately your responsibility to make certain everything runs smoothly.

RECEIVING THE PEP RESULTS PROMOTER KIT – It is your responsibility to make certain you receive the kit from the previous week’s promoter. If you are attending their race they should have the kit ready for you to take by the end of the day, otherwise make plans to have it shipped to you ASAP.

RECEIVING THE UPDATED RIDER DATABASE - I will be emailing you the updated rider database by Tuesday of your race week. The database will contain all riders who have raced and received a number plate already this season. This will help eliminate much of the data entry process.

STAFFING YOUR CREW – Make certain you have a person specifically assigned to handle data entry and results entry. They must have a laptop and printer onsite. The work is easy, but specific. Make sure they are prepared. Also, they should not be handling other race duties; this work will take enough effort without additional time constraints.

POST EVENT – There are a few matters you must handle ASAP after your event so that the next promoter can get ready for their event and I can do the overall standings...

- Clean up the Promoter Kit; make sure all items are in the kit (see list below). File all rider packets.
- Reconcile the leftover numbers and the database. Make certain every number you issued has been entered in the database.
- Make sure every result has been entered in the correct worksheet of the database; then email the entire file to johndfrey@hotmail.com.
- Either give the Promoter Kit to the next weekend's promoter that day or mail to them ASAP.

INFORMATION FOR REGISTRATION STAFF

RELEASE PACKETS – As mentioned, riders must complete a release packet consisting of the info sheet and releases for the remaining races in the season. Make certain you have plenty of available packets for first-time riders. You can print out the packet at eccc-info.com or copy the master copy contained in the Promoter Kit. The first race weekend will need ~200 packets, the remaining weeks ~ 50-100 packets.

RIDER NUMBERS – You DO NOT need to supply your own numbers. They are included in the promoter kit. You will need to assign numbers to riders who are racing for the first time. First they fill out a release packet, make certain all the info is complete and releases signed, write their assigned number on the info sheet, and then give them the number. Women receive a two-digit number and men three-digit. You will then need to add their info to the database. That will be covered below. Likewise, you may need to replace a lost number for a rider, be sure to charge them \$5 for the new number. This money goes to the conference to help offset the costs of the numbers. Be sure to record the rider name and number in the Number Change Log contained in the Promoter Kit, and then have your computer person enter the new rider info into the database.

CATEGORY STICKERS – Riders must place stickers on their number plated to denote their race category. The stickers are in the promoter kit. If running low on a particular color please color some more ahead of time. Riders need two stickers, one for XC category and one for DH category. The colors are A=Blue, B=Red, C=Green, D=Orange.

CATEGORY START SHEETS – You should keep a handwritten start list for each category. There are blank sheets provided in the promoter kit. You can use those or your own system. When someone registers simply enter their plate number, name, school, and payment info on the sheet. Your results person will then use those start sheets to enter into the rider database. That is detailed below. Also, the officials will be recording the actual start numbers for each category as well. Those sheets will also go to the results person and will be used as a cross-reference to your sheets.

INFORMATION FOR RESULTS STAFF

RIDER DATABASE – I will send the up-to-date rider database to the promoter by Tuesday of your race week. It is simply an MS Excel database. You must have a laptop and printer on site to handle the data entry and produce the results. Make sure you test out the database a few days before the event so we have time to handle any problems.

DATA CONTAINED IN THE DATABASE – The database will encompass multiple worksheets. They include the main rider database and also one worksheet for each race category and each event. When you receive the database it will include every rider that has received a number so far this season. The data fields are simply rider number, first name, last name, and school.

ENTER NEW RIDERS AND NUMBER CHANGES – You will receive the new rider packets from the registration crew. Simply enter the rider number, name, and school into the main rider worksheet and save it. Likewise, check the Number Change Log in the Promoter Kit to see if any riders have been issued a new number. Re-enter their info with the new number. DO NOT delete their old number and info. That way if they mistakenly use the old number the next week they will still be in the database.

CREATE RESULTS SHEET – Once a race starts and all new rider data has been entered into the main worksheet you can now create a results worksheet. Simply copy and paste the complete rider database worksheet into the appropriate race worksheet tab. You will then have a worksheet containing ALL the riders. Next, you can narrow this down to only the riders that started in that category. To do this get the start sheets from both the registration staff and from the race official, these two should be identical. Put an "x" next to everyone who started. Then highlight the entire worksheet and hit "data", then "sort", then sort by column "a". This will leave everyone who started at the top; you can then delete the rest of the names below. You are now ready to enter the results. (Alternatively, you could skip this last step of narrowing down the list to actual starters, but it will make the next step take longer. You'll see.)

ENTERING THE RESULTS – Once the race is completed the official will give you a handwritten list of results by number plate only. Simply enter the result number next to the rider number in the results worksheet. Once all results are entered for that category simply highlight the worksheet, then hit "data", and "sort", then sort by column "a – lowest to highest". Be sure to save the worksheet because this is the file that will be sent to me to do the season long standings. Now the results are ready to be printed. (You are welcome to add more info to the worksheet if you have time such as finish times and ECCC points earned. Event titles are already added to the header and footer; you will see those when printed).

INFORMATION FOR OFFICIALS

RIDER NUMBERS & CATEGORY STICKERS – All riders are issued just one number for the entire ECCC season. Women have two-digit numbers (1-99) and men have three-digit numbers (100+). They ARE NOT delineated into series by category. This is because riders are permitted to pick their category from week-to-week and also race different XC & DH categories. To help assist you with categories the number plate will have two colored stickers. The left side is the XC category sticker and the right side is DH. The category codes are A=Blue, B=Red, C=Green, D=Orange.

Before the start of each race get a sheet of stickers for each color from the Promoter Kit. Then make certain riders have the correct color for their category. It will only take a few minutes but will surely help with the results.

START SHEETS – The schools will NOT be providing start sheets. Instead, you need to record all the starting rider numbers on the start line (if you are the only official available then have the promoter assign someone to help you if needed). This step is crucial and must be done, but again it will take just a minute or two. There are numbered grid sheets in the Promoter Kit, please use these; have the riders line up 10-20 meters before the start line, then one rider at a time record their number and motion them forward to the start line (alternatively, you could simply write down all the numbers but the sheets are easier to use). Once completed, give the start sheets to the data entry results person. They will enter all starters into the laptop database and then enter all results once the race is completed.

COMPLETE RESULTS – While it is technically the officials' responsibility to only determine the official winner it is expected that we will now place EVERY participant. You need only record rider numbers (if you can get finish times as well all the better). Once complete give the sheet to the data entry results person, they will enter into the database and print complete results with names and schools.

PRINTED RESULTS – The Chief Judge need only to provide the data entry person with an official list of race numbers. They will enter results into the computer, print with full names, and give to the Chief Judge to sign and time stamp.

POSTED RESULTS – All results will be posted on-site as soon as possible after each event. Obviously this time will vary depending on the type of event and race schedule. Results will be complete with all participants.

PROTEST PERIOD – All protests will be decided onsite, within the prescribed time periods. There will be no post race-day result changes. It is the riders' responsibility to check their own results.

RELEASE FORMS – The promoter will have possession of all riders' releases in the Promoter Kit. If you need a release form for an accident report you can obtain it from the promoter.

CONTENTS OF THE PROMOTER KIT

- Rider Numbers (Women 1-99, Men 100+) & Twist Ties
- Category Stickers (Envelopes with colored pen for each category, please pre-color if running low)
- Promoter Start Sheets
- Chief Official Start Sheets
- Release Packet Master Copy (Use only to make copies, you can remove prior race weekends)
- Release Packet File Folders (All release packets must be filed in alphabetical order)
- Stapler & Staples (to staple loose rider packets)
- Number Change Log (enter all issued replacement numbers in this log).
- Rider Database Floppy Disk (please make a copy of the up-to-date database at the end of your weekend. This will serve as a backup if there are any problems).