



# REGISTRATION VOLUNTEER GUIDELINES

National Interscholastic Cycling Association  
805 Camelia Street  
Berkeley CA 94710  
(510) 524-5464  
www.nationalmtb.org

## GENERAL OVERVIEW

Greet student-athletes with a smile as they check-in at registration. This is a great way to meet athletes, coaches and parents from other teams. (Please note: If your child is racing let us know as we can make accommodations to allow for you to spectate their race)

## GOALS

- Welcome riders
- Hand out the correct Race Plate Number to “Race Ready” Riders. “Race Ready” means the rider has sent in all their waiver forms, paid the league fee, and paid for the current race.
- Collect missing information for riders who have not completed their registration, but started the online registration process. Then pass out or assign them a Race Plate Number. Record and collect necessary information
- Register new riders who have not started the Pit Zone Registration process. Assign, record, and collect necessary information.

## PROCEDURE OVERVIEW

- Get rider’s name, check registration forms
- If rider is **already registered** with the league (they are on the registration list):
  - Check on the registration document to see if they are Race Ready or NOT.
    - If **they are “Race Ready”**, give them their assigned Race Plate Number.
    - If **they are NOT “Race Ready”**, check what they are missing. Collect the necessary payment and/or information. Remember late fees apply.
      - If they are **already assigned a Race Plate Number**, then hand them their Race Plate, but only after they become “Race Ready”.
      - If they have **NOT been assigned a Race Plate**, assign them a proper one based on their category. Check against the Category Rules, and Petition Document.
        - Remember when collecting payments:
          - Method of Payment: cash, check or credit card (if CC terminal is available)
          - Fill out receipt with rider name, Race Plate Number, amount paid, date of race(s) that payment should be applied to
          - Put RACE PLATE NUMBER ON EVERY FORM
          - Give carbon copy receipt to customer
          - Staple white copy receipt to payment (stapling cash is ok). Place payment in cash envelope
  - If a rider is **NOT registered with the league**
    - Have them fill out the registration packet (onsite registration form, and waivers). Make sure to record new assigned Race Plate Number on packet.
    - Pay fees (league and race and late fees)

- Review their medical release forms. Write down any medical conditions on the master registration form. This will be useful for the medical team
- For 1<sup>st</sup> year leagues, follow the Category Placement Rules. For league >1 yr. Refer to the Category Placement Table (CPT), and Category Placement Rules.
- If they are not listed in the CPT, place them into the category based on their grade. Petitions for category upgrades are not normally accepted on race day. Speak to the League Director if there are issues.
  - Assign them a Race Plate Number.
  - Write their name on a sticker, stick to back of the plate
    - If there are no stickers, just write their name and the essential info on the back of the number plate
    - Essential info - team name, kid name, category and number.
- If riders wish to change their level (i.e. fresh -> soph -> JV -> V)
  - They must present a petition (petition found on-line and must be submitted prior to the race)
  - Give them the next available number plate
  - Write essential information on the back of the plate
  - After all riders are registered:
    - Keep the white, top sheet of the Registration LOG at the reg table
    - Give the medical team the yellow carbon copy
    - Give the scorekeeper the pink carbon copy
  - Verify the money processed:
    - All rider info is included on the receipts
    - Money is stapled to receipts,
    - Rider numbers are included on the receipts

***THANK YOU FOR YOUR SUPPORT!***