



STAGING OFFICIAL GUIDELINES

National Interscholastic Cycling Association
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GENERAL OVERVIEW

Staging Officials facilitate riders getting into their correct staging location before the start of each race. After signing up at the volunteer tent, Staging Officials arrive at the staging area 30 minutes before the start of each wave of race starts. Once at the staging area, Staging Officials confirm the league's staging process with the Race Director, Operations Manager, Chief Official, or other Core Race Staff Volunteer. Equality in staging is ensured by the staging plan being clearly communicated before the race and carried out by Staging Officials.

Each Staging Official ensures the NICA Value of Equality is upheld within one category during staging. Once given a category, a Staging Official will stand at the opening to that category's staging area. Staging Officials ask riders to keep warming up until the set staging time, usually 15 minutes before a rider's race start. The Core Race Staff Person working with the Staging Officials will let Staging Officials know the exact time to open staging. Each race category stages in the same order as they start 15 minutes after they stage.

We ask the same staging volunteers be a part of all staging for a single race. Staging officials have a time commitment of two to four forty-five minute periods. Staging volunteers simply show up 30 minutes before the 2 – 4 Wave starts at that race and leave 15 minutes after each Wave starts.

GLOSSARY TERMS

Category- a group of racers defined by grade-level and gender. Categories usually consist of five to one-hundred riders depending on the category and league. Each category is defined by one number series. An example of a category is JV Boys which usually has the 300s number series. Categories usually stage and start in intervals of 3 – 5 minutes.

Wave- defines a group of categories that race during the same time period. Examples of waves are: Girls Wave, Boys Wave, and Middle School Wave. Waves usually have three to five categories. There are generally two to four waves in each NICA race day.

Number Plate- is a vinyl sign affixed to each rider's bike. The number plate identifies the rider to Staging Officials, Course Marshals, Scoring, and if the rider is injured Emergency Medical Services. Number plates should be attached according to the instructions on the back of the plate (below):

- Accurate timing and scoring depends on how well you mount the plate.
 - Mount your number plate vertically in front of your bike's cables. Use all 3 mounting points.
 - No stickers, cutting/trimming, folding, marking or otherwise modifying the plate is allowed.

Staging Area- area riders line up into their categories before the race starts. Generally each category's area is marked off with ribbon and has a small opening where Staging Officials stand.

Number Series- the numbers assigned to a single category. These are generally standardized across NICA. The best place to find which number series is associated with a particular category is the Race Flyer.

Race Flyer- flyer that has all information for a particular race. Good to reference for race start times, category numbers series, and wave times.

GOALS

- Ensure staging incorporates the NICA Value of Equal

- Keep sense of calm at the start by communicating how you will stage riders
- Ensure riders stage with the right number series
- Ensure number plates are properly attached to bikes

PROCEDURE OVERVIEW

- Help with staging. All riders can start staging 15 - 20 minutes before their start times. For instance if 20 minutes: (9:40 – 9:55 AM for girls, 11:20 – 11:35 AM for boys and if there is a later wave 12:45 – 12:55 PM) Please arrive at Start line 30 minutes before the race start and wait for instruction.
- Verify that all the riders have their number plates correctly affixed to their handle bars.
- Ensure riders get into the correct staging area based on their number plate.

EQUIPMENT LIST

- Staging instructions
- Race Official Orange Vest
- Race Flyer

DO's and DON'TS:

- Do give moral support to riders that clearly need it
- Don't coach the riders
- Don't let coaches or parents into staging
- Don't let people "save places" in staging
- Don't engage with people who don't follow your staging plan. Simply pause staging and get the attention of the Core Race Staff Person leading staging. We don't want any misunderstandings to escalate.

VOLUNTEER LOCATIONS AND HOURS

Check in with your volunteer coordinator for specific races and times.

OTHER REFERENCES

Videos of volunteer positions are available online using the following link:

<http://www.nationalmtb.org/nica-race-volunteer-guidelines/>

THANK YOU FOR YOUR SUPPORT!