



# REGISTRATION VOLUNTEER INSTRUCTIONS

National Interscholastic Cycling Association  
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## OVERVIEW

Assist Registration Manager in collecting race paperwork, payments, and distributing race plate numbers to coaches and student athletes. The process is detailed so staying relaxed and focused is key.

## Onsite Registration Procedures:

- **Registered Riders** - Ask student athlete's name, check Master Registration log to see if they are:
  - **Race Ready:** "YES" - Forms and payments were collected prior to race weekend.
    - If student athlete is **Race Ready**, give them their race plate and send them on their way.
  - **OR NOT Race Ready**, confirm on the Master Registration log what they need to submit and collect appropriate items to complete registration.
    - **Forms:** Collect forms and verify all pages are signed. File by last name in the registration box and put a checkmark in the "forms received" box on Master Registration log.
    - **Payment:** Verify on the Master Registration log any payments still due. Collect payment by credit card, cash, or check. Record payment on registration log under race date / race #. For checks: Write RACE PLATE NUMBER and racer name on front of check. For cash: staple cash together and write RACE PLATE NUMBER and racer name on stapled cash. For Credit Card, enter RACE PLATE NUMBER and racer name before swiping card through SQUARE processor.
- **New Riders - NOT registered with the league (not on any registration log) at all:**
  - Have them fill out the onsite registration forms.
  - Collect fees (NICA membership fee, league fee, race fee and late fees)
  - Review their medical release forms. Write down any medical conditions on the Master Registration form and the Onsite Registration Log.
  - Verify category placement and assign the next available bib number from the appropriate category number series. See Bib # Assignment Onsite.
  - Write their name / info on a blank sticker, stick to back of the plate (first and last name, category, gender, high school/team name).
  - Record information on the Onsite Registration Log (triplicate paper)

## **AFTER ALL RIDERS ARE REGISTERED – before the race begins.**

Keep the white, top sheet of the Onsite Registration Log at the registration table, give the medical team the yellow carbon copy, and give the scorekeeper the pink carbon copy

Verify the money processed; money is stapled together and the riders FIRST AND LAST names AND the paid amount are written on top bill of the bill packet; and rider names and race plate are included on ALL checks.

### **Important Details:**

- Do we do retroactive scholarships: At League Director's Discretion
- What if parent says they already paid, but box says no: Don't make them pay, just indicate on Master Registration " verify payment "
- **Releases and forms** – Do student-athletes need to fill one out for each race? Nope, one set for the entire season is all that is needed.
- Can you **petition** to change your category placement on race day? No, category petitions are not accepted on race day. Riders must present a completed petition to their coach and league director prior to race day. Petitions are found on-line and must be submitted for by the Rules Committee.
- **Lost Race Plates:** - If a student-athlete comes to registration having lost or misplaced his/her Bib # you will need to make a replacement race plate. Do NOT assign them a new number. Athletes keep the same number for the entire season. Verify their assigned number on the Master Registration document, and make a replacement race plate with their assigned number using a blank race plate and a large black marker.

## **VOLUNTEER LOCATIONS AND HOURS**

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

***THANK YOU FOR YOUR SUPPORT***