TBRA Race promoter session
February 16, 2008   12:25pm
Cumberland University

Attendees:

First	Last	Club Name
David	Bell	Memphis Velo
Bill	Parsons	Scenic City Velo
Gib	Morehead	Jackson Spokes
Jennifer	Morehead	Velo Bella Kona – TN
Mark	Fasczewski	Vantaggio/Specialized-SCV
Karen	Rogers	Velo Vixens
Reneau	Dubberley	Tri Cities Road Club
Mike	Moore	TriStar Cycling
Geof	Vickers	TriStar Cycling
Matt	McAfee	Scenic City Velo
Tim	Hall	NashvilleCyclist.com
Tim	Hall	Cumberland University
John	Carr	Cumberland Transit
Charles	Parris	Avery Trace Sports

Phone:

		Harpeth Bicycles/Reliant
James	Andersen	Bank
Scott	Pegram	SCO/Bike Zoo
Jay	Nevans	SCO/Bike Zoo

Todd Nordmeyer opened the session by inviting promoters to present ideas to determine best practices for race promotion in Tennessee, with a goal of creating a template for new promoters or promoters that need help. This session is intended to be a stepping stone for future meetings or forum discussion.

Best Practices
Online Registration –
   • BikeReg
   • Active
Preregistration was effective at events that implemented
Adequate Staffing/Trained staff at Registration
   • 1 volunteer/field or per 50 riders
Pre-Event Packet Pickup
Pre-Publish race Number Sequences
Registration system must be able to furnish accurate start list

Numbers
   • Numbers approx $150 for 500 numbers; Electric City

- Rainbow Racing has agreement with USAC – 10% discount
- Consensus of lot of promoters using Electric City
- Logistics of using a single number; difficult to share information across state. Easier to do within a promoter or in MTB.

Things to Improve:
Consistency
- Online Registration
Wheel Support
- Need to know what to do (training)
- Adequately staffed (example: Highland Rim); possibilities – motor clubs
- Visibility
- Wheel Check-in/Check-out procedure
    o Suggest printout of labels from preregistration list
- When does the support follow the field versus break? Develop standard practice)
    o Official's decision
- Instruct volunteers to stay with wheels
- Tubes and pump or CO_2 cartridge in sweep vehicle or wheel truck
Race Flyer contents

Recommendations
- Preregistration only [online only]
- Mail packets
- Fold out displays for TT start times or results
- Seatpost numbers
- Suggest a common number allocation for TBRA road events; suggest posting breakdown of number sequences prior to event

Community interaction/Course design:
Best practices to avoid wearing out welcome
-SCV meets with city management;
- Renaeu Dubberly works with the Chamber of Commerce. They bring in state troopers/state resources. County sheriff/State Troopers approve the routes. Promoter still provide notice at mailboxes along the route including churches/community centers. Contact animal control – helpful to sweep course day before and remind owners to keep dogs off course/sweep for stray dogs.

-SCO agree with work on Chamber and other areas. When working with rural areas, the club printed out flyers and went out several days before. Is a tedious process, but very is important. Most areas require a completed permit for events on road; may or may not require a fee.

Event Permit Process:
Tim Hall distributed USAC and TBRA resources to begin creating a race flyer. Information is posted in forums. Online permit process is recommended as it is efficient and repeatable. A signed permit contract must still be turned-in. It is recommended to start the event permit process at least 8 weeks in advance.

Registration/Results

Bill Parsons suggested that TBRA look at an investment in common software for registration/race results. Discussion followed emphasizing importance of proper training for users of this software, with additional discussion of paying to have the same person or group of people to be at all races to handle results. Todd Nordmeyer confirmed that TBRA would support payment for this software and possibly subsidize payment of a results person or service. Renaeu Dubberly is to check on availability of software within next two weeks. Some form of a common results software program is strongly recommended for MTB promoters.

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Respectfully submitted,

John Carr, Secretary