



## REGISTRATION TIPS

### LICENSES

- Always ask to see the rider's racing license if they are saying they have one. Record the Association and the license number on the standard release form.
- If the rider cannot show you a racing license they must buy a one-day and ride as a Category 4 or Master's rider when proof of age is supplied (driver's license). They cannot ride in a higher category (3's, 2's, etc.) if they cannot produce the license from a racing association that shows this category.

### RELEASES

- Make sure a 2007 JNCA release is completely filled out and **signed**.
- If person is a one-day member, make sure box is checked on the release form.
- Promoters must keep all releases, including those marked one-days, for seven years. However, if an accident occurs and a medical occurrence form is filled out, the rider's release must accompany the medical occurrence form and be given to the Chief Official before the conclusion of the day's events.
- When registration closes for a particular category, place all releases in alphabetical order and place in a folder and/or rubber band them. **Make sure releases are all signed**. If one is found unsigned, make sure to bring it to start line for rider signature.

### REGISTRATION (NCR) FORMS

- Record registration information from the racing license, not release if at all possible.
- Its imperative that the **RACING ASSOCIATION license number** is written down correctly. If the rider purchased a One-day license, indicate that on the form. If rider presents you with a receipt that indicates he/she purchased an annual membership, please write "pending" in appropriate column.
- Verbally, verify category rider is entering. **This is especially important in multiple category races and those that are designated TOM DANIELSON JUNIOR SERIES events.**
- When writing more than one category on an NCR form, try separating groups. For example, place 45+ on top half and 55+ on bottom half of NCR form.
- If a rider is entering more than one race, make sure you star (\*) that rider on the 2<sup>nd</sup> race he/she is entering. However, juniors racing in a senior event should not be starred
- **Completed NCR forms for a particular category should be brought to the Chief Judge ASAP.**

## **NUMBERS**

- Always check with the chief referee or chief judge regarding your number sequencing before you begin to issue hip numbers.
- When issuing three digit numbers always make sure the last two digits are never duplicated in a particular race. For example: do not issue number 201 and 301 in the same event.
- Issue different sets of numbers to categories that will be racing together on the course at the same time. Also make sure last two digits of numbers are not duplicated. For example: If you are combining the SM 45+, 55+, 65+ you should issue a series of 300-320, 421-450, 555-575.