

## Commissaire Race Report

The following document provides directions for use of the Race Report Template.

This document is designed for State/Territory and National races however can be utilised or modified by clubs for their own purposes.

### 1. Tabs

The Excel Report Form is a multi-tab Excel document:

- Information Tab
- Dashboard Tab

### Step 1: Completing the Information Section:

1. Fill in the requested information (red cells=mandatory; white cells=optional).
2. At the top of the Information section, there are four tick boxes available and help AusCycling identify a race report that needs urgent follow up. Comments can be made in the relevant sections of the report or in the National report form, in the section marked 'comments to the attention of AusCycling only'.
3. For Regional (State and Territory) and National Reports complete the section reserved for 'comments to the attention of AusCycling only' if needed.

### Step 2: Completing the Dashboard Section:

1. Insert an evaluation for each subject (1, 2, 3, N/A, N/C) according to the following:
  - a. 1-Green: no specific comment
  - b. 2-Orange: one or several areas for improvement
  - c. 3-Red: important failure
  - d. N/A: Not Applicable to the event (may be applicable for Regional/State/Territory events)
  - e. N/C: Not checked by the Commissaire
2. The colour of the cell will change automatically depending on the number or letter entered.
3. The overall score will be averaged based on the individual section scores and updated automatically.

Example:

1: **Green** 2: **Orange** 3: **Red** N/A: Not Applicable N/C: Not Checked



|  |     |
|--|-----|
| <b>ORGANISATION</b>                              | N/C |
| Information given before the event               |     |
| Administrative evaluation and event management   |     |
| Start, timekeeping and classification operations |     |

Specific Instructions for Evaluation:

**1. Organisation**

- a. Enter 'Green', 'Orange', or 'Red' as appropriate based on your own evaluation.
- b. Enter 'Orange' when participation criteria (number of riders, number of teams) are not respected.
- c. Example:

|  |
|--|
|  |
|  |
|  |

**ORGANISATION**

**'Summary in few words'**... Enter general Feedback in this section.

**Example:**

Very good organisation overall

**Detailed evaluation to be completed...** Enter a more detailed evaluation and recommendations to the organiser.

**Examples**

High-Level organisation despite a weakness regarding radio communication which is not sufficiently reliable.  
Rider Warm Up areas were not sufficient.

**2. Final Report/General Evaluation Guidelines:**

- a. Enter 'Green', 'Orange', or 'Red' as appropriate based on your evaluation.
  - b. Enter 'Orange' or 'Red' if evaluation of Security, Organisation or Media is 'Orange' or 'Red'.
  - c. Complete the evaluation of each category. The objective is to provide the organizer with an evaluation of its race as well as any recommendations. The text must be correctly written without typos or grammatical mistakes.
- 3.** Send the Race Report and attachments to AusCycling using the "Send Report" button to the appropriate contact (National = National Events or choose the State/Territory for Regional/State/Territory events). Ensure all relevant attachments are included in the email.