

Registration Instructions 2017

When you come to Registration you **MUST** bring of all your paperwork, this will all be gone through carefully with the registration staff. Here you will also collect your signage etc. The Vehicle and Bicycle Inspection will take place directly after the Registration

Venue: Moynalty Steam Threshing Museum, Moynalty, Co. Meath

Time: This will be arranged before the race, via email.

Duration: Allow 45 minutes

BE ON TIME

The Race Staff works non stop on Registration days, so please aim to be there 15 minutes before your allotted time, so you can be **READY** with **all the relevant forms filled out**. **A penalty will be awarded for anyone who is late**. This penalty will not go towards disqualification but will add on **15 minutes** to your overall time. The Crew Chief must be present for the Registration along with all vehicles and bicycles.

When you arrive at the registration office for check-in

At check in the Crew Chief will pick up your racer packet, which includes:

Vehicle Signage - Numbers for your vehicles

Stickers for Helmet

Dashboard Protocol

Call in numbers for HQ

Caution Cyclists Ahead Sticker for back of follow vehicles

Route book - 1 copy

Rule Book - 1 copy

Jersey

The Race Official will go through all documents that you have, signing off each item that has been fully completed.

The Official will go through, signage checklist, the proof of age, vehicle insurance agreement, the drivers' licences and the release and waiver of liability forms. Please ensure that these are all already filled out and signed along with all relevant photocopies.

The Official will check that the vehicle, bicycle and clothing and wheel inspection forms are all ready for checking at the Vehicle and Bicycle Inspection area.

If there are any outstanding items at the end of all your checks, you will have to come back again at a later stage when they have been sorted out, in order to finally get a Clearance to Race Form signed off.

Valid Race Phone

You must have at least one dedicated phone number during the race that we can reach you at, **at all times**. Bring this phone to the Race Office. We can call it during registration to verify that it works.

The call-in numbers at Race Headquarters during the Race are: a landline number, a Vodafone mobile and an O2 mobile.

You will then proceed to the Car and Bicycle Inspection (**This will be done immediately after Registration**)



Instructions

The registration documents are to help your pre-race organisation and should help smooth the process of getting everything done at the registration office during your registration. The forms are broken down into sections with instructions for each.

You **MUST** print out all the forms and bring your **completed** Registration forms and **photocopies** of relevant information (e.g. Driver licences/Passports) to the **Registration office**.

If you lose them or forget them, there will be a fee of €25 to print you out a new set and to take the time to fill it out the forms again.

Complete the forms with all your information (as far as possible) before you come to the Registration

For Racers:

The documents you need are:-

- Clearance to Race Form
- Racers Proof of Age (with copy of valid ID, either drivers licence or passport)
- Screening Form for Racers Only
- Vehicle Insurance Agreement for each vehicle whether rented or personal
- Drivers Licences (copies for each of the drivers)
- Vehicle Inspection Forms, one for each vehicle
- Bicycle Inspection Forms, one for each bike
- Clothing and Wheel Inspection Form, one form only for all spare wheels and helmets
- Release and Waiver of Liability for all racers and crew
- All Irish Cyclists who have a Cycling Ireland licence please bring this along



Vehicle Inspection

At your Inspection a Race Official will meet you at your Support Vehicles in the inspection parking area. Try to park your vehicles near each other. Before your inspection, be sure to attach all racer numbers and signs to all your Support Vehicles, bicycles, and bike helmets, which will have been given to you at check in.

If you are using an RV as a Support Vehicle, it must also have all racer numbers and signage attached – it must be inspected also.

We recommend doing a self-inspection before proceeding to the Official inspection by Race Officials. All Inspection Forms are here – make extra copies and run through it yourself. It will greatly speed up the Official Inspection.

Bike Inspection

Every bicycle must have reflective material applied to the bike for visibility. Every bicycle must also have front and rear lights. Please ensure that the reflective tape is as wide as possible on areas such as seat stays and cranks, even though they are very narrow. The easiest place to put the reflective tape on the wheels is on the spokes.

Be sure reflective tape and proper lights are installed and working on your night bike. You should have enough spare batteries to last all night.

All spare wheels and spare bikes must be outfitted with the proper safety equipment also.

HINT: Consider putting electrical tape or clear contact paper on the bicycle frame or fork and then applying reflective material to these materials. Electrical tape and clear contact paper are easier to remove than reflective tape. Reflective material must remain in place for the entire race.

Signed Approval

A Race Official will sign all vehicle and bike inspection forms. If there is a problem with any vehicle or bicycle, the Race Official will not sign off on the paperwork until that problem is corrected. A new inspection time will be scheduled with the officials.

If all your paperwork, bicycles, and support vehicles are properly outfitted your registration and inspection should be finished quickly.

COMPULSARY Racer and Crew Meeting

The crew and racer meeting will take place as follows:

Venue: To be Confirmed

Time: Saturday 26th August - time to be confirmed (usually around 17:00)

Duration: Approximately 1 hour

ALL racers and crew must attend the meeting. This is a very important meeting as it will cover a complete run through of the route, any last minute route changes, as well as any questions on rules, regulations and other issues that people may have.

Official launch: Time to be confirmed

The **Official Launch** will take place **directly after the crew and racer meeting.** When we will take official photos of solos and teams in their race jerseys.