

# HOW TO BE THE MOST EXCELLENT REGISTRAR

Check out [www.grannygear.com](http://www.grannygear.com) for the Rules & Regulations

**Starting Procedures:** The first time each racer logs in, you must print their FIRST and LAST NAME in the first column on the log sheet. After that, you may use each racer's first name only, unless two teammates have the same first name, in which case it is crucial to use both the first and last names for those racers. As a 1st Shift Registrar, you will issue one baton per team from 11:15 till 11:55 on Saturday morning as each team logs-in for their first lap. The lead racer MUST scan his/her Radio Frequency Identification (RFID) card BEFORE you give him/her the baton. After recording the lead racer's full name, please ask "Who is on deck?" and write down the next racer's full name on the next row.

**Hold That Baton!** Ask "What's your team number?" and then flip to that team's log sheet immediately. With your non-writing hand, take the baton from the racer completing his/her lap. Look at the clock. Immediately write down that racer's log-out time (i.e. 1:19) next to his name on the log sheet. (This time is the next racer's log-in time.) As Registrar, you must hold the baton until after you've written down the log-out time of the racer finishing his lap AND you've written down the name of the racer starting his lap. Then you can hand the baton to the starting racer, who should have already logged-in. Be sure you have the correct names of both racers. Do not give up that baton until your log sheet has been filled in completely (see Rule # 21) and both RFID cards have been scanned.

**Important Note:** The racer finishing his lap must scan his RFID card BEFORE the racer starting his lap scans his RFID card

If the racers scan out of order, then the Registrar must complete an Error Report Form and give it to a GGP Staff member to be fixed (read: HASSLE). If a racer loses his card during his lap, he must purchase a new RFID card for \$5 from GGP Staff. If a racer attempts to log in without an RFID card, he is NOT permitted to start his lap. He must retrieve his card or purchase a new one for \$5. (Remember this little ditty: Baton + Scan + Scan + Baton; Granny calls it a "Scanwich".)

**What's Your Team Number?:** Registrars must ask to see each racer's Team Number, especially during the 1st Shift. Racers often don't know their Team Number and will guess wrong. Ask them to show you their Team Number, which should be pinned to their jersey back or hydration system (see Rule #8). Also, remind each racer to log in as early as possible for their upcoming lap. Ask "Who is on deck?" and "Who is in the Hole" (from baseball) to train teams to log in early. Write down the first and last names of upcoming racers in sequential order on the log sheet. Teams can change their rotation at any time without any penalties. Granny says: "That's why they invented erasers!"

**What's in a Name?:** Everything. During the baton exchange, while you are holding the baton, state each racer's name by reading it off the log sheet, to confirm you are logging them in and out correctly (i.e. "Great job, Jeff"). Write down the log out time on the log sheet. Do NOT let go of the baton. Before you give the baton to the racer "on deck," state that racer's name. Do not give the baton to the racer on deck until you have written down his name on the log sheet and you have recorded the previous racer's log-out time. **Note:** The racer logging out (finishing his lap) must scan his RFID card BEFORE the racer logging in (starting his lap) scans his RFID card. If the racers scan out of order, the Registrar must complete an Error Report Form. If a racer loses his card during his lap, he must purchase a new RFID card for \$5 from a GGP Staff member. If a racer tries to log in without an RFID card, he is NOT permitted to start his lap. He must retrieve his card or purchase a new one for \$5. This is really, really important.

**Log-out times:** You will write down only the LOG-OUT TIME (finish time) for each racer. Then re-write the same LOG-OUT TIME on the next row in the LOG-IN TIME column (follow the arrow down and to the left). The LOG-IN TIME for the next racer is determined by the LOG-OUT TIME of the previous racer who has just completed his lap. It's easy! Even if there's no one ready to start the next lap, the clock keeps ticking. Registrars should insert the baton at the top left corner of the log sheet, like a bookmark.

**Lost Baton:** If a racer finishing his lap has lost his baton, that racer's team will incur a 5-minute penalty at the end of the race. As Registrar, you write an "X" in the Lost Baton column for that rider's lap. Give a replacement baton to the next racer starting his lap. The 4th Shift Registrar will add 5 minutes (per lost baton) to that team's final log-out time (see Rule #23). If a team "finds" their baton later, the penalty still stands. No exceptions.

**Lost RFID card:** If a racer loses his RFID card during his lap, he must purchase a new RFID card for \$5 from a GGP Staff member immediately. As Registrar, you write an "X" in the Lost RFID column for that rider's lap. If a racer tries to log in without an RFID card, he is NOT permitted to start his lap. Do NOT give him the baton. Before he can start his lap, he must retrieve his card or purchase a new one for \$5. There's no time penalty for a lost card, other than the time it takes to retrieve or purchase a new card.

**RFID Procedures:** Maintain control of the log-out/log-in procedure at all times. Do not allow the racers to scan their RFID cards without following this procedure:

- 1) Take the baton from the racer logging-out (finishing a lap).
- 2) Hold the baton (in your non-writing hand) while you write down the log-out time of the racer logging-out.
- 3) Allow the racer logging-out (finishing his lap) to scan his card.
- 4) Write down or verify the name of the racer logging-in for the next lap.
- 5) Allow the racer logging-in (starting his lap) to scan his card.
- 6) Give the baton to the racer logging-in.

**Note:** Do not give the baton to the racer logging-in until AFTER he has scanned his card and his name has been recorded on the log sheet. Remember, any errors can be fixed in the computer as long as you report them to GGP staff. **To Review:**

**(Get) Baton from racer logging out V Write down that racer's log-out time V Finishing racer scans-out V Verify/Write Down Name of racer logging in V Starting Racer Scans-in V (Give) Baton to Racer logging in.**

**Error Report Forms:** Complete an Error Report Form if:

- 1) The racer starting his lap scans his card before the racer finishing his lap. (He just canceled the previous racer's lap); or
- 2) If the racer finishing his lap loses his card and therefore can't scan during the baton exchange; or
- 3) If the racer's card will not scan. A free replacement card will be issued by a GGP staff member.

**Note:** Give the Error Report Form to GGP Staff only—not to the racer.

**Canceling a rider's lap:** When a team cancels a rider's unfinished lap, the team must notify the Registrar. A new baton may be issued without penalty, but the replacement racer inherits the log-in time for the cancelled rider. Do not erase the original racer's log-in time. Registrars must write an "X" in the LAP CANCELED column for the original racer (see Rule #27). Slash the LAP # column. Then write the replacement racer's name on the next row and re-write the original log-in time in the LOG-IN column.

**Lap Requirements for Coed Pro/Am:** For Coed Pro/Am teams, there can be no more than 2 laps difference between the teammate(s) with the least laps and the teammate with the most laps. A one lap penalty will be applied for each teammate who does not stay within two laps of the teammate with the most laps. For example, a team that completed 14 laps with a 2-3-4-5 split would incur a 1 lap penalty for the teammate with 2 laps because he's more than 2 laps behind the teammate with 5 laps. This team would finish with 13 laps (i.e. 14 laps, minus 1 lap penalty). A team that completed 20 laps with 0-4-7-9 split would incur a 2 lap penalty, 1 for the teammate with 0 laps and one for the teammate with 4 laps, because both teammates are more than 2 laps behind the teammate with 9 laps. This team would finish with 18 laps (i.e. 20 laps, minus 2 lap penalties (see Rule #25).

**Lap Requirements for 5-Person Open:** One female teammate on a 5-person Open Class team must complete at least 2 laps, or that team will incur a 1 lap penalty (see Rule #26).

**Questions?** Ask one of Granny's highly competent staffers for assistance. Please plan to stay 15 minutes after your shift ends so that you can train your replacement. **Thanks!**