

Preparing the Brevet Cards before the ride

Brevet cards should be as complete as possible when you hand them to the riders at the beginning of the ride.

Ride Information

Include the ride name, distance and date on the front of the card. Write your name and contact phone number in the Ride Organiser space at the bottom of the front page.

Inside the card, each checkpoint (including the finish) should be listed in order. The checkpoint opening and closing times should be written underneath the checkpoint location in the same box. The checkpoint distance should be written beside the checkpoint location.

Note:

- For BA rides (rides of less than 200km), riders are allowed 15km/h for the distance of the ride. Therefore, if the ride is 105km long, the rider is allowed $105/15 = 7$ hours to complete the ride.
- For BRM rides (rides of 200km or more), the following time limits apply:
 - 200km – 13h30
 - 300km – 20h00
 - 400km – 27h00
 - 600km – 40h00
 - 1000km – 75h00
 - 1200km – 90h00
- A control time calculator is contained in the RORT document, which is available on the Audax website:

http://audax.org.au/public/images/stories/Documents/National_Docs/ride_organiser_resources/rort_4.2_10_control_points.xls

Participant Information

You should include all the relevant information that has been provided to you by the rider, including their name, address and membership number on the front of the card and emergency contact details at the bottom of the back of the card.

Brevet Processing Procedure

1. Complete the Brevet Report tab in the RORT (rort_4.2_10_control_points.xls) and email to nsw.riderresults@audax.org.au **as soon as possible after the ride, preferably within 24 hours**. You should ask riders to SMS or email their finishing times to you. There are instructions in the Notes tab, but additional information on how to complete the report when you've used online entry are on the next page.
2. Include comments in your email, such as a list of riders who paid online but did not start, any riders who did not finish (or finished outside time) and ordered a patch or badge, a report on any accident that resulted in rider injury etc.
3. Deposit brevet fees (less any expenses) into the Audax NSW account:
COMMONWEALTH BANK OF AUSTRALIA
BSB 062-173
A/C 01-017-4900
4. Collect brevet cards. Ensure that all are marked with completion times on the back of the brevet and riders details (address etc) on the front. Also, you should check the relevant box at the top of the front of the brevet where a rider has ordered a medal.
5. Collect all ride entry forms for those riders who did not enter online. If you have access to a high speed photocopier which can scan the entry forms into a pdf file, please do this and email the file to Garry Armsworth at gwarm.24@gmail.com; otherwise, mail the forms to Phillip with the rest of the information (see 6 below).
6. Mail the cards, a printed copy of the results spreadsheet, ride entry forms (see 5) and a print out of the deposit advice into the Audax account, to Phillip at:
Phillip Jang
31 Newton St
NORTH EPPING NSW 2121

Completing the RORT spreadsheet

Enter the Ride Name and date, your name, email address and phone number in the locations provided at the top of the spreadsheet

Ride Income

- Brevet Number: leave the field empty
- Distance: write the actual distance for rides of less than 200km and the nominal distance (eg 200km for a 207km ride) for rides of 200km or more.
- Region & Member Number: enter the rider's region number in the left column and member number in the right column
 - the region number for NSW is 311501 and the rest of the region numbers are listed near the bottom of the spreadsheet
 - where a rider is a member of CA, but not Audax enter "CA" in the left column and their CA member number in the right column
 - where a rider is a temporary member (ie, they paid the temporary membership fee) enter 311501 in the left column and Temp in the right column
- Time: enter the total time taken for the rider to complete the ride. Where a rider paid online and did not start enter DNS. Where a rider did not complete the ride enter DNF. There is no need to include riders who did not start and did not pay.
- Badges: enter the appropriate amount where the rider has ordered a badge, even if they didn't complete the ride
- Fees: enter the ride entry fee (typically \$6) in the Ride field. Where the rider is not a member of Audax or Cycling Australia enter the temp member fee (currently \$10) in the Temp Member field.
- Sub-Total - calculates automatically

Ride Expenses

- list any expenses incurred including cost of postage, zip lock bags etc
- if a rider uses a credit note to pay for all or part of the ride, list that as an expense too including the credit note number and the rider name

If you have used the Active Network online entry system for your ride, enter the total amount paid by credit card in the Credit Card payments r'cd field.

The following fields will calculate automatically:

- Cash deposit to Bank Account
- ActiveNetwork fees
- Payment from ActiveNetwork
- Total Ride Income

Once you have completed the form, pay the amount in the *Cash deposit to Bank Account* field into the Audax NSW bank account.