

## Procedure for making minor course changes

No need to calibrate the bike.

Start at a common reference point for both the original certified course and the new adjusted course.

Pick a point as close as possible to the "old" start.

Take a reading at this point and ride to the original certified Start.

Take a reading and then ride back to the common reference point.

This provides two elapsed number of counts for this distance. They should be pretty close to the same but not likely the same. Use the greater number of counts.

Go to the common reference point again.

Take a counter reading and ride the number of counts from above to the NEW Start.

Take a counter reading and ride back to the Common reference point.

Use the lesser number of counts to determine the "New Start". Again, the two numbers of counts should be close.

Draw up a new map. Send a copy of the old certificate & map. Fill out an application for certification indicating any changes from the original course ie; Start finish separation, elevations, Race contact, Course Name, and the date of the adjustment.

Include a statement of what and how you made the changes. This can be as simple as;

I followed the adjustment procedure. Here is the data for the 2 "old" segments (three counter readings), here is the data for the "new" segment (three counter readings)

Include something that shows that you moved your new points the proper direction.

Something like: *Extended the Start xxx counts and shortened the Finish xxx counts.*

This method can be used for any course changes as long as the distance is less than one mile and all measurements are done at one time.

Typical uses would be: Moving the Start up or back, then moving the Finish to maintain length.

Making a mid course change to go around construction, then adjusting the Start or Finish to maintain course length.

Send the new map, old cert & map, explanation & data, and application (if necessary) along with a reviewer fee to your State certifier. Check before sending this information with your certifier. The fee may be reduced for this and the certifier will have an idea of what you are doing.