



Promoter's Checklist

Race Course

- Course Layout (reasonable, safe..) Tested by experienced riders Approved by CR, law enforcement
- Type of Course (closing, rolling.....)
- Materials for Closure/Obstacles
 - hay bales patching mat's
 - fencing tape/ paint
 - cones signage
- Road Permits
 - Police: local, county, state, park
 - Park: state, federal
 - Parking (where, how much available, needed)
- Future Road Construction
- Pits (s) - Feed zone(s)
Location / Clearly marked with signs

Authorities

- Meet with Police
Local, Cty, Sheriff, State, Park, Private Security
- What agreements were made ?
- How many officers will be needed & where

Medical

- Ambulance present- location
- Location of nearest:
Hospital or medical center / Fire station
- Medical Personnel, who and how many
EMT Paramedic
- Who is filing out occurrence reports?
- Who calls emergency contact if transport needed?

Caravan (road races)

- Will there be lead/support vehicles?
number- tyoe
- List of Drivers / Knowledgeable
- Vehicles well marked
- Radios in each vehicle

Marshals

- Appoint a chief marshal
- How many marshals and where located ?
Were all spoken to about duties?
- Are there enough to cover danger spots ?
- Radios ?
- Provision for moving them around
- Provision for food and water to them
- Will there be a marshal vehicle ?
When and how often ?

Registration

- Talk to registration crew / ACA representative
 - What to check on license
 - Check that all releases are signed and complete
 - Check for duplicate numbers
- Adequate time for registration
- Registration sheets to CJ and other officials
- Placement of numbers (Poster)
- Maps of course
- Adequate # of NCR forms, numbers, pins

Race Organization

- Race announcement correct ?
 - Entry Fees Start Times Prize List
 - Contacts Deadlines Date
 - Registration Procedures Location/Maps
- Can event be run as scheduled ?
- Provisions for free laps
- Lap cards and Bell on site
- Photofinish Camera / Sound System
- Elevated Officials stand with chairs
- Porta- Johns
 - Location / adequate amount
- Location/Availability of food & water
- Time in schedule for Officials break
- Radios ? Availability / range/ How many
- Announcer
 - Script ? Pre-arranged Primes ?
 - Who / How are primes announced ?
- How will riders be staged?
- Transport to and parking at feed zone(s)
- Posting of Results
 - When, where, how announced

Officials

- Met with Chief Referee to discuss
 - Course safety and layout
 - Number of officials, marshals, vehicles
 - Results/prize distribution
- Provide CR with detailed course map ,using mile markers, indicating location of marshals, police, EMT
- Starter has correct information
- Timers/Judges have correct info:
Entry list, sign on sheets, race announcement
- Transportation/housing for officials

Post Race

- Pay Officials , Support Crews, ACA Surcharges
- Give CR Occurrence reports w/ release
- Follow up letters
 - Law enforcement Sponsor(s)
 - Gov't agencies
- Debrief with
 - Chief Referee
 - Law enforcement
 - Key Race Staff members