



Bicycle Colorado Motor Referee's Checklist

Pre-Race Coordination

- Establish contact with Chief Referee and Officiating Crew (as required – 2 weeks minimum)
- Print and review race flyer, event schedule, race routes and event categories (2 weeks)
- Submit contact information to CR (1 – 2 weeks)
- Determine lodging, assignments, crew meeting times and locations (1 week)
- Determine work assignments (1 week)

Motorcycle Preparation

- Clean, inspect and lubricate (as required)
- Inspect brakepads, discs, drive chain, cables, wheels, nuts & bolts
- Check fluids – Brakes, clutch, crankcase, coolant
- Check tires – Tread condition and inflation pressure
- Check, replace or charge batteries (flashlight, phone, etc.)
- Mount bags, GPS, GMRS/FRS/CB radio, route maps (as required)
- Ops Check – Comms, lights/flashers, horn, GPS, phone, etc. (as required)
- Identify and clean official riding clothes and equipment, waterproof as required

Inspect and Pack Essential Equipment

- Official's equipment – Credentials, whistle, red/green signal disc, stripes, reflective vest, digital recorder, notebook, pencil/pens, route maps, report forms, 2 stopwatches, protective riding equipment, Rule Book, DL, vehicle & insurance documents
- Camelbak or similar water source
- Camera
- Cell Phone, 12VDC cable, emergency and crew phone numbers
- Chargers for phone, FRS radios, etc.
- Clothing – Boots, Official shirt, Extra Shoes, Pants, Lt Jacket/Sweater, Socks, Shorts, Shirts
- Cold & Wet Weather Gear
- Dop - Eye Drops, First Aid, Handcream, Hairbrush, Toothbrush/Paste, Meds, Sunscreen
- Earplugs & Spares
- Extra Vehicle/Motorcycle Keys
- Extra Batteries for GMRS/FRS, recorder, camera, etc.
- Eye Drops
- First Aid Kit
- Flashlight & Extra Batteries
- Glasses/Sunglasses/Spares & Lanyards
- Gloves
- GPS
- Hats/Scarves/Bandanas
- Helmet and visor
- Maps, Course Descriptions
- Motorcycle Cover
- Motor Oil, Spray Cleaner, Wax, Towel, Shop Wipes
- Radios – Checked, fresh batteries/charge
- Tools and flat kit
- Wallet, Money, Change & ATM/Credit Cards

Race Day Coordination and Checks

- Fuel, Fluids, Tires, Lights, Horn, Brakes
- Final equipment inventory and checks
- Check in with Chief Referee, senior motor and officiating crew at predetermined time and location
- Determine work schedule (events supported), radio call signs, event times, race numbers, motorcycle pre-positioning, officials debriefing time and location
- At chief referee's discretion, survey course and check for hazards, course layout, feed zone(s), marshal positions, etc.
- Identify and communicate with assigned caravan drivers, neutral/contract support, chief marshal, etc.
- Assess marshal support, locations, communication, provisions for re-positioning; report to chief referee
- Perform radio checks as required
- Receive final pre-start instructions from chief referee
- Provide additional officiating support to chief referee as required when off the motorcycle

Post-Race Reporting and Coordination

- After each race event, submit written report to CR
- After each race event, submit lapped rider list to CR or CJ as required
- For major infractions, verbally report details to CR as appropriate (in addition to written report)
- Complete and submit Official's invoice information to CR at end of event, including days/hours worked, mileage, meals missed, etc.
- Pass any additional after-action comments regarding race venue, safety or promoter issues to CR as appropriate for inclusion iCR Race Report
- Participate in Officials debriefing