



Bicycle Colorado

Chief Referee's Checklist

Race Course Safety

- Course Map including elevation profile.
- Describes surface changes (gravel, pavement, cattle guards, etc).
- Type of Course (closing, rolling.....)
- Materials for Closure (haybales, signage...)
- Road Permits Required
 - Police: local, county, state, park
 - Park: state, federal
- Parking (where, how much available, needed)
- Future Road Construction
- Pits (s) and Feed zone(s)

Authorities

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

Medical

- Ambulance present, location or nearby
- Communication with Medical (radios, cell phone, etc)
- Location of nearest:
 - Hospital or medical center / Fire station
- Medical Personnel, who and how many
 - EMT
 - Paramedic
- Who is filing out occurrence reports

Caravan (road races)

- Will there be follow vehicles?
- Will there be neutral support?
- Will there be a sweep vehicle?
- List of Drivers
- Vehicles well marked
- Radios/ cell phones in each vehicle

Marshals

- Talk to marshal coordinator/course director.
- How many and where located ?
- Are there enough to cover danger spots ?
- 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 / Chief Judge
- Ensure that license will be checked.
- Will the event use chip timing?
- Check that all releases are signed
- Check for duplicate numbers
- Adequate time for registration
- Registration sheets to Chief Judge
- Placement of numbers (mannequin)
- Inform reg. crew that unused bib numbers are to be returned to you, in numerical order, at the end of the day.

Race Organization

- Race announcement correct ?
- Can event be run as scheduled ?
- Pits/Feed & Discard Zones clearly marked
- Lap cards and Bell on site
- Photofinish Camera / Sound System
- Covered and elevated Officials stand with table and chairs
- Location/Availability of bathrooms, food & water
- Time in schedule for Officials break
- Motors available & knowledgeable drivers
- Announcer
 - Script ? Pre-arranged Primes ?
 - 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

- Provide race director with estimated official costs, verifying round trip mileage of officials.
- Contact Officials crew 5 or 7 days prior to event
- Provision for food and water have been arranged
- Radios available, charged, and distributed
- Starter has correct information
- Timers/Judges have correct info:
 - Entry list, sign on sheets, race announcement
- Lead and follow vehicles:
 - Ready, Properly instructed, Plenty of fuel
- Transportation for officials
- Officials debriefing

Post Event - Onsite

- Complete Official Fee's Invoice for race director
- Collect and distribute Officials fees.
- Collect Occurrence reports w/ original release if applicable.
- Collect BC radios and accessories.
- If applicable, determine method of returning unused BC bib numbers to BC Event Support Program Manager (i.e. other Denver-based official)
- Remind RD to mail any USAC 1-days sold at race site directly to USAC once they receive the list from the BC Event Support Operations Coordinator

Post Event – Offsite

- Within 48 hrs, upload Occurrence reports with releases (if applicable) directly to USAC
- Obtain electronic CR/CJ report from CJ within 48hrs; verify CJ completion
- Complete USAC electronic Post Event Report within 48 hrs of receiving BC Invoice from BC Event Support Operations Coordinator
- Complete the electronic CR-CJ report and email to [BC Event Support Operations Coordinator](#) along with a copy of the Officials Invoice within 2 weeks of event.