



## Event Directors Checklist

### Initial Paperwork

- Join [Bicycle Colorado](#) and USAC as a club
- Apply for a race date with Bicycle Colorado
  - Road Season – early September
  - CX Season - late February
- [Choose Bicycle Colorado Event Support Package](#)
- Road Permits Required ?
  - Police: local, county, state, park
  - Park: state, federal
- Future Road Construction?
- Complete USAC Permit Process online
- Apply for Additional Insured Certificates
- Contact Chief Referee to begin development of race announcement.

### Race Course

- Course Layout (reasonable, safe...)
  - Tested by experienced riders
  - Approved by Chief Referee, Law Enforcement, Other Gov't Agencies
- Type of Course (closing, rolling.....)
- Materials for Closure/Obstacles
  - Hay bales Patching mat'l's. Cones
  - Fencing Tape/ Paint. Signage
- Parking (where, how much available, needed)
- Porta-Potties (where, how many)
- Pits(s) - Feed zone(s) - Discard 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 and where?

### Marketing

- Obtain Sponsors
- Compile distribution network for race announcement
- Inform residents of event

### 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?

### 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 (other type of communication)?
- Provision for moving them around.
- Provision for food and water to them
- Will there be a marshal vehicle?
  - When and how often?
- For road race:
  - Follow & Sweep Vehicles
  - Vehicles well marked.
  - List of Drivers- Radio in Vehicles

### Results-Timing Company

- Arrange for results/timing company
- If chips are used, what timing company needs from you.
- Discuss with results/timing company what and when registration info is needed.

### Announcer

- Arrange for a Sound System
- Arrange for Announcer
  - Tent/Table/Chairs/Elevation
  - Script ? Pre-arranged Primes ?
  - Award Presentation Plan

### Officials

- Meet with Chief Referee to discuss
  - Course safety and layout
  - Number of officials, marshals, vehicles
  - Provision for food and water
  - Results/prize distribution
- Provide Chief Referee with detailed course map, using mile markers, indicating location of marshals, police, EMT, hazards such as railroad crossings
- Timing Company/Judges have correct info:
  - Entry list, sign on sheets, race announcement
- Transportation/housing for officials

### Registration

- Set- Up Pre-registration site and have Bicycle Colorado and/ or Chief Judge review it before going live
- Give [raceevents@bicyclecolorado.org](mailto:raceevents@bicyclecolorado.org) access to pre-registration Platform for rider validation
- Appoint a chief registrar and explain registration process:
  - [Download Bicycle Colorado RaceDay Reg Program](#)
  - Recording information from licenses
  - Check that all releases are signed and complete
- Arrange for bib numbers and pins
- Check with Chief Judge for number sequence approval
- Placement of numbers (mannequin)
- Adequate time for registration
- Appoint Runner to assist officials
  - Bring registration sheets to Chief Judges
  - Bring Jump drive to timing company
  - Post results (when, where)
- Maps of course (distance, terrain, elevation, hazards)
- Adequate number of blank releases/waivers

### Race Organization

- Race announcement correct?

Entry Fees	Start Times/Distances	Prize List
Contacts	Deadlines	Date
Registration	Procedures	Location/Maps
- Can event be run as scheduled ?
- Time in schedule for Officials break
- Arrange for Bicycle Colorado Race Kit with Chris McGee, Event Support Program Manager
- Signage & Location of Pit / Feed & Discard Zone / Start-Finish/ Parking/ Medical/ CX Bypass
- Lap cards and Bell on site
- Elevated Officials stand with table and chairs
- Port-a-Johns
  - Location / Adequate amount (1/100riders)
- Location/Availability of food and water for athletes
- Radios: Availability / Range / How many?
- How will riders be staged?

### Post Event - Onsite

- Prepare payment for Officials, Announcer, Timing /Results company, etc.
- Give Chief Referee occurrence reports w/ original release.
- Collect Bicycle Colorado radios and accessories.
- Give Chief Judge unused BC bib numbers to be returned to Bicycle Colorado

### Post Event – Offsite

- Mail any USAC 1-days and USAC annuals sold at race site directly to USAC when list is received from Event Support Operations Coordinator.
- Pay Bicycle Colorado and USAC post event fees when you receive their Post Event Invoice.
- Post results to USAC site if need be
- Debrief with Chief Referee, Law enforcement ,Key Race Staff