



Chief Referee's Checklist

Race Course Safety

- Course Map
- Type of Course (closing, rolling.....)
- Materials for Closure (haybales...)
- 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
- 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 in each vehicle

Marshals

- Talk to chief marshal
- 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
- Check that all releases are signed
- Check for duplicate numbers
- Adequate time for registration
- Registration sheets to Chief Judge
- Placement of numbers (mannequin)
- If ACA timing is used, has a designated transponder rental person been acquired

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
- Elevated Officials stand with table and chairs
- Location/Availability of bathrooms, food & water
- Time in schedule for Officials break
- Motors available & knowledgeable drivers
- Radios ? Availability / Range/ How many
- 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 promoter with estimated official costs
- Contact Officials crew prior to event
- Prizes inspected
- Starter has correct information
- Timers/Judges have correct info:
 - Entry list, sign on sheets, race announcement
- Lead and follow motors:
 - Ready, Properly instructed, Plenty of fuel
- Transportation for officials
- Officials debriefing

Post Paperwork

- Collect and Distribute Officials Fees
- Collect ACA Surcharges
 - Operational Insurance
- Collect Occurrence reports w/ original release
- Complete electronic CR Report Form within 48 hrs
- Fax/Deliver results immediately to State Rep
- Mail/Deliver to State Rep within 2 days of event:
 - ACA surcharge report and fees
 - Signed Event Checklist
 - Occurrence Forms with Original Release