



Promoter's To Do List

Initial Paperwork

- Apply for a race date with ACA
 - Road Season – early September
 - CX Season - mid January
- Contact Chief Referee to begin development of race announcement
- Complete USAC Permit Process online

Race Course

- Course Layout (reasonable, safe..)
 - Tested by experienced riders
 - Approved by CR, Law Enforcement, Other Gov't Agencies
- 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) - 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?

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 - Type
 - Neutral support
- 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 (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?

Registration

- Appoint a chief registrar and explain registration process:
 - Recording information from licenses
 - All columns on NCR forms are completed
 - Check that all releases are signed and complete
 - Check for duplicate numbers
- Appoint/hire a designated rental person – one who will be completely in charge of transponder rentals
- Adequate time for registration
- Appoint Runner to assist officials
 - Bring registration sheets to officials
 - Post results
- Placement of numbers (mannequin)
- Maps of course (distance, terrain, elevation, hazards)
- Adequate # of NCR forms, sequential numbers, pins

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 ?
- Location of Pit / Feed Zone / Discard Zones
- Lap cards and Bell on site
- Photofinish Camera / Electronic Registration and Results
- Sound System
- Elevated Officials stand with table and chairs
- Port-a-Johns
 - Location / Adequate amount (1/100riders)
- Location/Availability of food and water
- Time in schedule for Officials break
- Radios: Availability / Range / How many?
- Announcer
 - Script - Pre-arranged Primes
 - Where are riders to collect them?
- How will riders be staged?
- Transport to and parking at feed zone(s)
- Posting of Results
 - When, Where, How announced
- Prizes
 - List Posted at Registration
 - How and where they will be distributed to riders

Officials

- Meet 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, hazards such as railroad crossings
- 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, USAC and 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