



# Colorado Cycling

## Race Directors To-Do-List

### Initial Paperwork

- Apply for a race date with CCO
  - 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:
  - Download CCO RaceDay Reg Program
  - Recording information from licenses
  - All columns in reg program are completed
  - Check that all releases are signed and complete
  - Check for duplicate numbers
- 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 number of blank releases/waivers; 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
- Timers/Judges have correct info:
  - Entry list, sign on sheets, race announcement
- Transportation/housing for officials

### Post Race

- Pay Officials , Support Crews, USAC and CCO 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