



# 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)

## 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
- 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
- Contact Officials crew 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 motors:
  - Ready, Properly instructed, Plenty of fuel
- Transportation for officials
- Officials debriefing

## Post Paperwork - Onsite

- Take picture of Official Fee's form and forward to BRAC Membership Manager
- Collect and distribute Officials fees
- Collect Occurrence reports w/ original release
- Collect all radios and accessories; communicate amount use to BRAC Executive Director
- Verify CJ has collected unused BRAC bib numbers and determine best way to get them to BRAC Membership Manager
- Remind RD to mail all USAC 1-days and any USAC annuals sold at race directly to USAC once he receives the list from the BRAC Membership manager

## Post Paperwork – Offsite

- Within 48 hrs, send any occurrence reports with releases directly to USAC.
- Obtain electronic BRAC CR/CJ report from CJ within 48hrs; verify CJ completion
- Complete USAC electronic Post Event Report within 48 hrs of receiving BRAC surcharge report from BRAC Membership Manager
- Complete the electronic BRAC CR/CJ report and email to BRAC Membership Manager within 4 days of event