Race Director's Check List

Initial Paperwork
- ☐ Apply for race date with SCNCA
- ☐ Create preliminary race announcement and send to SCNCA RD Committee
- ☐ Complete USAC Permit Process online

Race Course
- ☐ Course Layout (reasonable, safe, …)
  Tested by experienced riders
  CR site visit (if necessary), Law Enforcement, other Gov't Agencies
- ☐ Type of Couse (Closed, rolling enclosure, open…)
- ☐ Materials for Closures/Obstacles
  Hay Bales   Patching Materials
  Fencing   Tape/Paint
  Cones   Signage
- ☐ Road Permits
  Police: local, county, state, park
  Park: state, federal
  CHP
- ☐ Parking (where, how much avail, needed)
- ☐ Future Road Construction
- ☐ Pit(s) – Feed Zone(s) – Green Zone(s)
  Location(s) /clearly marked with signs

Authorities
- ☐ Meet with Police
  Local, City, Sheriff, State, Park, CHP, Security
- ☐ What agreements were made
- ☐ How many officers will be needed and where

Medical
- ☐ Ambulance present (if necessary) – location(s)
- ☐ Location of nearest:
  Hospital / Medical Center / Fire Station
- ☐ Medical Personnel. Who and how many?
  EMT   Paramedic
- ☐ Who is filling out Occurrence Reports?
- ☐ Who call emergency contact if transport needed?

Caravan (Road Races)
- ☐ Will there be lead/support vehicles
  Number – Type
  Neutral Support
- ☐ List of Drivers / Knowledgeable
- ☐ File for non-owned / hired supplemental vehicle insurance. Mandatory for all vehicles / motorcycles traveling on course with the race
- ☐ Vehicles well marked
- ☐ Radios in each vehicle

Marshals
- ☐ Appoint a Chief Marshal
- ☐ How many marshals and where located?
  Were all spoken to about duties?
- ☐ Enough to cover danger spots?
- ☐ Radios (other type of communication)?
- ☐ Provisions for moving them around
- ☐ Food and Water
- ☐ Will there be a marshal vehicle(s)?
  What kind / how many?

Registration
- ☐ Appoint a chief registrar and explain registration process:
  Download race software
  Record information from licenses
  Check that all releases are signed and complete
  Check for duplicate numbers

Race Organization
- ☐ Race Announcement correct?
  Entry Fees   Start Times/Dist.
  Prize List (Min. $)   Contacts
  Deadlines   Date
  Registration Procedures
  Location/Maps
- ☐ Can event be run as scheduled?
- ☐ Location of Pit / Feed Zone / Green Zone
- ☐ Lap cards and Bell on site
- ☐ Photo finish Camera / Electronic Reg and Results
- ☐ Sound System
- ☐ Elevated and covered officials stand with tables and chairs
- ☐ Port-a-Potties / Bathroom facilities
  Locations / Adequate amount (1/100 riders)
- ☐ Location / Availability of food and water
- ☐ Time in schedule for Officials break
- ☐ Radios:
  Range and how many
- ☐ Announcer:
  Script – Pre-arranged Primes
  Where do riders collect?
- ☐ How / where will riders be stages?
- ☐ Transportation / Parking to feed zone(s)
- ☐ Posting of Results:
  How / Where / How announced
- ☐ Prizes:
  List Posted at Registration
  How and where are they distributed to riders?
  Podiums?

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 RR crossings.
- ☐ Timers/Judges have correct information:
  Entry list, sign on sheets, race announcements
- ☐ Transportation / Housing for officials

Post Race
- ☐ Pay Officials, Support Crews, USAC insurance and SCNCA surcharges
- ☐ Give CR Occurrence Reports / Waivers
- ☐ Follow up letters
  Law Enforcement   Sponsor(s)
  Gov't Agencies
- ☐ Debrief with:
  CR   Law Enforcement
  Key Race Staff Members