

BMX Commissaire Event Checklist

Rev. 2007-04-13



Facilities, Venue, and Technical Information

- Inspect the track
 - Dimensions*
 - Quality of construction (obstacles and surfacing)*
 - Gate (stiffness, dimensions)*
 - 2 m safety zone and padding*
 - Maintenance arrangements*
- Inspect registration / sign-in arrangements
 - Layout and equipment*
 - Number of volunteers*
 - BEM operator*
- Posting boards
 - Rider lists, Moto sheets*
 - Communiqués and event schedule*
 - Emergency action plan*
- Staging Area
 - Rider access, pits, and staging pens*
 - Gate access lanes*
 - Access control*
- Inspect support equipment (radios, photo finish, etc)
- Analyze event schedule and technical guide

Volunteer Briefings / Meetings

- Brief registration volunteers
 - License check and fines*
 - Format of rider lists*
 - Entry deadlines and schedule compliance*
 - BEM Operator: race paperwork requirements*
- Discuss the emergency plan with first aid and EAP coordinator
 - First aid contact and positioning*
 - Evacuation from the track*
 - Call person*
- Brief the announcer
- Brief the "Officials" – Gate Operator, Stagers, Finish Line, Track, etc.
- Discuss inspection results and event information with organizer
- Meet with Commissaires' Panel to assign tasks and discuss problems

After the Race

- Debrief the panel
- Debrief the organizer
- Collect information about injuries and race incidents
- File race report within 5 days