

# Mountain Bike Commissaire Event Checklist

Rev. 2007-04-13



## **Facilities, Venue, and Technical Information**

- Inspect course(s)
  - Risk analysis and compliance with regulations*
  - Marshal placement*
- Inspect registration / sign-in arrangements
  - Layout and equipment*
  - Number of volunteers*
- Posting boards
  - Start sheets and results*
  - Communiqués and event schedule*
  - Emergency action plan*
- Inspect start / finish layout
- Inspect feed zone layout
- Inspect support equipment (radios, photo finish, etc)
- Analyze event schedule, technical guide, and course maps

## **Volunteer Briefings / Meetings**

- Brief registration volunteers
  - License check and fines*
  - Format of start lists*
  - Entry deadlines*
- Brief course marshals
  - Lap counters*
  - Emergencies and crashes*
  - Spectator control*
  - Basic rules*
  - Positioning on the course, expected duration*
- Discuss the emergency plan with first aid and EAP coordinator
  - Evacuation*
  - First aid stations*
  - Call person*
- Brief the announcer
- Discuss inspection results and event schedule 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