

Road Commissaire Event Checklist

Rev. 2007-04-13



Facilities, Venue, and Technical Information

- Verify the existence of road use permits and a traffic management plan
- 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
- Caravan Vehicles
 - Enough vehicles and drivers (lead, follow, and support)*
 - Enough fuel*
 - Vehicle function signs (e.g. "Commissaire")*
- Verify feed zone and wheel pit arrangements (if applicable)
- Inspect support equipment (radios, photo finish, etc)
- Inspect bike measuring and junior gear roll-out arrangements (if applicable)
- 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 caravan drivers
 - Radio*
 - Basic rules, emergencies, and crashes*
 - Positioning in the caravan, race distance & odometer*
 - Technical support (left side only, neutral support only)*
- Discuss the emergency plan with first aid and EAP coordinator
 - First aid contact and positioning*
 - Call person*
- Discuss traffic control with the police
- Brief the announcer
- 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