

Tour de Dirt

presented by:

Oklahoma Earthbike Fellowship, Inc.

Time Frame Checklist

Race Weekend

All of your pre-reg's should be downloaded via Race Manager on the USAC site. All pre-registered rider info, First and Last Name, Category, Age Group, License Number need to be entered on your Start Sheet Forms. **** This is VERY VERY important and caused promoters many issues the past couple of years. **If you do not do this you immediately put yourself in a bind on race-day.**

If weather may be an issue, decisions need to be ready to be made on the TdD Facebook page no later than 2:00pm (preferably noon) on the day before your event.

RACEDAY: BE CALM AND FLEXIBLE! We will get through this together! Race day registration setup should be setup and ready to go 1.5 to 2 hours prior to first scheduled race. Race Officials will show up one hour prior to your first scheduled race. Be ready to answer brief questions regarding Start and Finish areas. Have marking paint or cones to mark Cat 1 call-up area in addition to your general start area. Please have a plan for posting results and an awards presentation plan. The racers ask the Officials so having an idea beforehand speeds things up without causing you to have to play 20 questions all day. If possible, have a volunteer available to pick up race results from the Officials and post them to keep things flowing smoothly. Please have your Cat 1 payouts figured out beforehand. This is available online as well as this packet. The TdD Chief Referee will need all of the Start Sheets to take for Time and Speed postings. If you have access to a printer with a copier that would speed things up, but it's not necessary. TdD Official will post all of your results with a few days, and you will receive an email from USAC when your event paperwork has been posted for payment of your event fees. These will be held out of your online registration funds, no checks for race fees will be collected by Race Officials.

Registration Procedures: I have found through trial and error what works, and what works is keeping the racers out of your registration areas until they are done filling out their USAC Waivers and getting their TdD plates and are ready to pay you. I advise an area with a couple of tables and many clipboards with a box of pens. Have multiple copies of the Race day Waiver printed out and ready, 200-225 will probably cover all racers and Kids Kup participants. You can even pre-enter race data at the top to speed it up even further.

Online Registrants: This bunch filled out and signed their waiver online; there is nothing for them to sign on race day. Have a table for Pre-regs with a copy of your Race Manager printed out. Copy their TdD number plate down for transcription on to the start sheets, give them their freebie (if you have one) and send them to your leg marker. That's it for them!! Make it quick and easy. They need to be rewarded for making things easy on you.

Race Day Registrants: A multiple stop system to keep people flowing and that cuts down waiting in line works best. The race day registrant and one-day license rider's move from the table to the TdD plate sales area, get their plate number issued and come to your registration folks. A line for Cat 1, Cat 2 and riders doing the Cat 2 distance, Cat 3 and Clydesdales. Have a copy of the race flier sitting there to remind them of their race time and distance. One person collects their signed waiver, double checks license number and writes their TdD plate number on their waiver and collects their fees. The other person has a clipboard with the Category Start Sheets and transcribes the info. Send the person to the leg marker and wish them good luck! Keep all of your Category Waivers in a folder and keep it handy, if there is a medical emergency or an injury requires more than first aid, an Incident report will need to be completed by your Officials and they will need the signed waiver for your insurance coverage. At the close of your day, collect all of your waivers and into a folder or large envelope with the date of your event and keep in a safe place, it is the promoter's responsibility to maintain these forms for their protection.

Congratulations!! You made it! On behalf of the Tour de Dirt and the Oklahoma Earthbike Fellowship, I thank you for your time and for promoting your event!