

Tour de Dirt

presented by:

Oklahoma Earthbike Fellowship, Inc.

Time Frame Checklist

Welcome to the Tour de Dirt presented by Oklahoma Earthbike Fellowship! Steve Slawson helped to put together an informational packet to help get all of the Tour de Dirt race events, regardless of venue, brought into line to help the racers race day experience, and as a byproduct, help you the individual event promoters have a single source for all of your race-day documents. While he's no longer officiating for us this information is still appropriate and important.

Most of you have promoted events on the Tour de Dirt series in the past, so this is really old hat for you now! I will try and give you all a timeline on when things should be put in motion and what works well to keep race-day blood pressure in the low and happy range.

12 Weeks Out: Event Date secured. Property owners/Trail Managers and Users notified. Have a backup date in mind just in case of Oklahoma weather. All affected property owners need to be notified and any additional insurance needs should be addressed.

6-8 Weeks Out: USA Cycling permit needs to be completed, lest you incur late penalties. Race flier needs to be posted on USAC and TdD pages (*Only after TdD Director Approval). Begin design of your awards for racers as well as Kids Kup participants.

2-4 Weeks Out: Race Awards/Trophies/Medals need to be secured for Racers/Kids Kup. All race day volunteers should be secured. If ordering T-Shirts for your event, depending on vendor this should be done here. Communicate with Race Official Scheduler or TdD Director the needs for your event. If you are promoting a multi day event, make a plan to secure rooms for your Officials.

1 Weeks Out: Race Course marked on trail.. Notices posted on TdD Facebook page. Plan established for race cancellation/established alternate date. Arrangements made with TdD reps for delivery of TdD race day promoting materials finalized.

Race Week: Contact Race Official and/or TdD Director to determine a plan for start area. Receive another copy of Start List document required for registration and timing and scoring. You will also receive a copy of your Officials Invoice at this time. All of your awards/trophies/medals for Category racers as well as Kids Kup participants should be loaded and ready. All T-shirts and hand out bags (if planned) should be ready. Final meetings with venue owners if needed, as well as your race day volunteers/parking attendants/race day registration crew should happen. Final race course markings should be made and any changes posted to the TdD Facebook page.