

Steve's Tour de Dirt Race Time Frame Checklist

Race Weekend

All of your pre-regs 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 ready to go 1.5 to 2 hours prior to first scheduled race. Race Officials will show up approximately 1-2 hours prior to your first scheduled race and will begin selling race plates. Have your volunteers 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. Also have a plan and location for posting results as well as an awards presentation plan.

The racers ask the Officials race process questions, when the Officials need to be focusing on their duties, so being prepared reduces frustrations and confusion for everyone.

Have a volunteer available to take Start Sheets prior to the race to the Officials and pick up race results from the Officials post race to post to keep things flowing smoothly. Please have your Cat 1 payouts figured out beforehand. This is available on the TdD website in the Promoters tab.

The TdD Chief Referee will need ALL of the Start Sheets when the race is over. If you would like a copy, have access to a printer with a copier that would speed things up, but it's not necessary. You can also take pictures of them if needed. The TdD Official will post all of your results within 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 on-line 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 finished 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 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 group of racers already filled out and signed their waiver on-line; there is nothing for them to sign on race day.

Have a table for Pre-registered racers. Write the racer's TdD race plate number down 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 riders need to purchase their race plates first from the Officials/Timers then come to your registration folks. A line for Cat 1, Cat 2 and riders doing the Cat 2 distance, Novice and Clydesdales. It's important and very helpful to have a copy of the race flier sitting there to remind them of their race time and distance. One volunteer collects their signed waiver, double checks license number and writes their TdD plate number on their waiver and collects their fees. The other volunteer has a clipboard with the Category Start Sheets and transcribes the info. Send the racer to the leg marking volunteer 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 and they will need the signed waiver for your insurance coverage. At the end of race day, collect all of your waivers and put 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, I thank you for promoting your event!