

Steve's Tour de Dirt

Time Frame Checklist

Welcome to the Tour de Dirt race series. Past Official and Timer Steve Slawson helped put together an information packet to help get all of the Tour de Dirt race events, regardless of venue, brought into line to help the racer's 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 the series, this information is still relevant and important.

Most of you have promoted events for 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. Work with the TdD race directors on 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 Race 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 in where Saturday events are officiated (be sure to ensure Official's availability first), make a plan to secure rooms for your Officials if needed, and be prepared to pay officiating fees for the second day.

1 Week Out: Race Course marked on trail. Notices of course marking posted on TdD social media pages. Plan established for race cancellation/established alternate date.

Race Week : Contact Race Official and/or TdD Director to determine a plan for start area if this is not already established. 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 and swag (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 social media pages.