



# MOUNTAIN BIKING COMPETITIVE EVENT CHECK LIST

USA Cycling Inc., 210 USA Cycling Point, Suite 100, Colorado Springs CO 80919-2215  
 Phone 719/434-4200 ♦ Fax 719/434-4300 ♦ <http://www.usacycling.org>

All questions need to be answered by the *Event Organizer* before submitting to USA Cycling for permitting. This form is not required for non-competitive events, training rides, camps or clinics. Prior to the race, the Chief Official must complete his/her event check list questions. Failure to comply with the provisions agreed upon on this form may result in cancellation of the permit or the Chief Official canceling the event on race day. The Chief Official will return this form with his/her report on the event to USA Cycling.

RACE NAME: \_\_\_\_\_ PERMIT NO. \_\_\_\_\_

LOCATION: City: \_\_\_\_\_ State: \_\_\_\_\_ EVENT DATE(S): \_\_\_\_\_

EVENT DIRECTOR: \_\_\_\_\_ STATE: \_\_\_\_\_

SCHEDULED EVENT START TIME: \_\_\_\_\_ FINISH TIME: \_\_\_\_\_

1. **Identify the person(s) responsible for completing the Occurrence Reports to be submitted to the Chief Official:** \_\_\_\_\_

2. **Estimated number of event participants and spectators:** Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_

3. **Event Flier:**

- a. Does the flier list:  event contact information?  race location?
- b. Does the flier list:  entry fees?  prize list?  registration time?
- c. How will/was the flier distributed?

Organizer		Chief Official	
YES	NO	YES	NO

Organizer Comments: \_\_\_\_\_

Official Comments: \_\_\_\_\_

4. **Organizer's Support Staff:**

- a. How many support staff will be/were present?

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Organizer Comments: \_\_\_\_\_

Official Comments: \_\_\_\_\_

5. **Medical Support:**

- a. Will an ambulance be on site?
- b. Has a local hospital been contacted?
- c. Will medical locations be set up?
- d. Separate medical plan checklist included?


Organizer Comments: \_\_\_\_\_

Official Comments: \_\_\_\_\_

6. **Event Permits:**

- a. Has written permission been granted to use the course?
- b. Has written notice been submitted to property owners (private or gov't)?
- c. Will automobiles be used in this event? If so, how many? \_\_\_\_\_
- d. Will motorcycles be used in this event? If so, how many? \_\_\_\_\_


Organizer Comments: \_\_\_\_\_

Official Comments: \_\_\_\_\_

7. **Spectator and Race Control:**

- a. Have course marshal locations been set?
  - 1. Dangerous technical sections
  - 2. Intersecting trails
  - 3. Course turns
- b. Have hazards on course been clearly marked?


Organizer Comments: \_\_\_\_\_

Official Comments: \_\_\_\_\_

**8. Race Course Conditions:**

- a. Type of event:  cross-country  downhill  dual slalom  other:
- b. Course distance (in  miles  feet  kilometers):
- c. Type of markings:  ribbons  arrows  fencing  other:
- d. Is there a course map available?

Organizer		Chief Official	
YES	NO	YES	NO

Organizer Comments: \_\_\_\_\_

Official Comments: \_\_\_\_\_

**9. Communications:**

- a. Amateur Radio Operators
- b. Citizen Band Radios
- c. Business Band Radios
- d. Cellular Telephones


Organizer Comments: \_\_\_\_\_

Official Comments: \_\_\_\_\_

**10. Event Entry Fee and Participant Licensing:**

- a. Were USAC guidelines followed in determining entry fees?
- b. Will participants receive extra amenities with their entry?
- c. Who will be responsible to check annual licenses at registration?
- d. Who will be selling annual mountain biking memberships?


Organizer Comments: \_\_\_\_\_

Official Comments: \_\_\_\_\_

**11. Prizes and Award Presentation:**

- a. Is there an identified prize list for the event?
- b. Is the prize list stated on the event flier?
- c. Has cash and merchandise been separated on the event flier?
- d. Is there a plan for distributing the awards?
- e. Will there be an awards ceremony?


Organizer Comments: \_\_\_\_\_

Official Comments: \_\_\_\_\_

**12. Event Results:**

- a. Has a results process been established?
- b. Will electronic timing and/or computers be used?
- c. Will the mountain biking official be handling the timing and scoring?
- d. Has an area been identified where the results will be posted?
- e. Will results be submitted to the media?


Organizer Comments: \_\_\_\_\_

Official Comments: \_\_\_\_\_

Organizer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Chief Referee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Regional Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_