



# COLLEGIATE COMPETITIVE EVENT CHECK LIST

USA Cycling Inc., 210 USA Cycling Point, Suite 100, Colorado Springs CO 80919  
 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 Referee 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 Referee canceling the event on race day. The Chief Referee 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 ORGANIZER: \_\_\_\_\_ STATE: \_\_\_\_\_  
 SCHEDULED EVENT START TIME: \_\_\_\_\_ FINISH TIME: \_\_\_\_\_

## SECTION 1 — ALL EVENTS

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

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 REFEREE	
YES	NO	YES	NO

4. **Are copies of the Third Party Insurance Certificates attached?**

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

Referee Comments: \_\_\_\_\_

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

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

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

Referee Comments: \_\_\_\_\_

6. **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: \_\_\_\_\_

Referee Comments: \_\_\_\_\_

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

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


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

Referee Comments: \_\_\_\_\_

8. **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. Have course residents been notified?


- d. Will automobiles be used in this event? If so, how many? \_\_\_\_\_  
 e. Will motorcycles be used in this event? If so, how many? \_\_\_\_\_


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

Referee Comments: \_\_\_\_\_

**9. 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. Have cash and merchandise been separated on the flier?  
 d. Is there a plan for distributing the awards?  
 e. Will there be an awards ceremony?


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

Referee Comments: \_\_\_\_\_

**10. Communications:**

- a. Amateur Radio Operators  
 b. Citizen Band Radios  
 c. Business Band Radios  
 d. Cellular Telephones  
 e. Will/did vehicles have radios?


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

Referee Comments: \_\_\_\_\_

**11. Signage:**

- a. Signs at intersections?  
 b. Signs directing participants to course location?  
 c. Start/Finish Line identified?  
 d. Feed zone identified?  
 e. White flag/sign at 200m (road only)?  
 f. Have hazards on course been clearly marked?


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

Referee Comments: \_\_\_\_\_

**12. Event Results:**

- a. Has a results process been established?  
 b. Will electronic timing and/or computers be used?  
 c. Will the 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: \_\_\_\_\_

**SECTION 2 — ROAD EVENTS**

**1. Spectator and Race Control:**

- a. Have course marshall locations been set?  
 1. Major intersections  
 2. Intersecting roads  
 3. Locations open for business (heavy traffic)  
 b. Will police be present?

	YES	NO	YES	NO

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

Referee Comments: \_\_\_\_\_

**2. Course Closure (complete a, b, or c):**

- a. Total Closure  
 b. Rolling Closure


c. No Closure

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

Referee Comments: \_\_\_\_\_

**SECTION 3 - MOUNTAIN EVENTS**

**1. 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: \_\_\_\_\_

**2. Race Course Conditions:**

- a. Type of event: XC STXC DH DS/4X HC/TT Super D Other
- b. Course distance (in  miles  feet  kilometers):
- c. Type of markings:  ribbons  arrows  fencing  other:
- d. Is there a course map available?

YES	NO	YES	NO

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

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

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

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

RC/LA Signature \_\_\_\_\_ Date \_\_\_\_\_