

ASCC EVENT DIRECTOR'S CHECKLIST 2023

BEFORE THE RACE

If the race equipment or ASCC key has not been delivered to/collected by you, please contact the Director of the previous race/event. If not in your possession, the race box, briefcase and equipment should have been returned to the storage room at the back of the clubrooms (with the roller door and padlock). The same key opens all locks.

For races, contact the listed Commissaire in the week prior to the race and confirm arrangements. You will usually need to contact other people to check if they are available to assist you on race day e.g. marshalling, timekeeping.

You will need to bring the following items to the race:

1. The Race Box. Check that it contains all the items listed on the lid, including rubbish bags, red & green flags, checkered flag, safety vests, stop watches, bell and the First Aid Box.
2. The black briefcase. It contains the Director's handbook, including the race permits.
3. Witches' hats, Caution Cyclists signs, 1km to go signs, turn-a-round signs as required.
4. Buy a bag of ice to put in the esky to be available for Sports Medicine. Keep the receipt and submit it to the treasurer for reimbursement. Reimbursements can be submitted by clicking this link <https://bit.ly/ASCCReimb> and completing the form. If this does not work send directly to (treasurer@alicespringscc.com.au).
5. Water. For events other than those where water is readily available eg. Cameron St, the water cooler needs to be taken. In warm weather, ice should be added to the cooler.
6. Portable bike racks.

If any items are missing, please contact the Road Race Sub-Committee.

AT THE RACE

1. Place Caution Cyclists signs on posts along the event including the start/finish areas, in accordance with the Traffic Management Plan (copy in briefcase). For events such as criteriums, signs need to be placed on roads leading into the course to alert drivers an event is occurring in the road ahead. Organise flag marshals and turn-a-round marshals if needed.
2. Ensure all volunteers are wearing high visibility vests. A sweep vehicle may be required. Volunteers may be people you have organised prior to the race, family members of riders e.g. parents, or (in the case of graded criterium races) riders whose grade is not racing at the time.
3. Ensure each entrant signs on, provides evidence of their current AusCycling licence (mandatory) and nominates for a grade. If a rider does not have a current licence they must purchase one on-line (<https://www.auscycling.org.au/membership>) and provide evidence (receipt).
4. In conjunction with the Commissaire, provide a race briefing, including outline of the course, time (criteriums) and safety directions. Start the race. Record the results.
5. Announce the results and thank all volunteers.

AFTER THE RACE

1. Collect all the signage and deliver the race equipment and ASCC key to the next Race Director or return all the equipment to the storage room at the back of the clubrooms (roller door) in Cameron Street.
2. Submit Directors and Commissaires Reports.
Click here to [submit Director report](#) and/or here to [submit Commissaires Report](#).
Alternatively send any reporting to the Road Race Sub-Committee, see below.