



Promoters Handbook

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This promoters handbook is a guide to putting on races. It is only advice and takes best practices and outlines them in book format. The success of your race depends on a variety of factors, many of which are outside of our control. Best of luck!

I. Responsibilities

So what are my responsibilities as a promoter?

1. The event organizer is responsible for ensuring to the best of their ability that the race is run in a safe and professional fashion.
2. The event organizer is responsible for obtaining permission for the conduct of the race from all appropriate entities including, but not limited to; road use authorities, property owners, police agencies, other governmental bodies.
3. Entry fees are established by the event organizer.[OBRA recommends charging fees that are fair and reasonable to the rider.]
4. The event organizer is not required to refund any entry fee as long as the promoter has fulfilled all of his obligations.
5. The event organizer shall complete all forms and make payments as designated by OBRA policies.
6. The event organizer makes arrangements for sales of annual and single event OBRA memberships at the event. The promoter may not impose a surcharge on OBRA annual and single event memberships sold at the event.

Those are your responsibilities but putting on a race is much much more than that!

II. Planning for your event

A. Choosing your venue

How you choose your venue will depend on discipline. Generally,

you should choose your venue as early as you can. In many instances road use authorities or government agencies need a certain amount of time to approve your paperwork. You should also keep in mind rider safety when designing a course.

Other considerations include parking- is there enough? You do not want racers to have to travel very far to the start and/or finish line. You do not want people to park on the courses. Is there enough room for the start/finish, registration areas and portable toilets? (a good rule of thumb 1 toilet per 50-75 people) Is there enough room for staging? Is there enough room for all of the above without creating traffic problems?

(i) All new courses must be approved by an OBRA representative. Contact the Officials Director to schedule a site visit.

(ii) After you have mapped your course, contact the appropriate governmental agencies and/or property owners. You **MUST** have their permission in writing before your race.

(iii) It is good practice to contact residents of the area who may be impacted by the race. A little work beforehand can prevent a lot of headaches after the race.

(iv) It is also good practice to contact local EMS and law enforcement (OSP, Sheriff and local PD) to notify them of your race. Even if your race occurs on private property, if there is an emergency, they know beforehand what is happening. Contacting law enforcement is also a good idea as they will be better able to respond to complaints by drivers or other users. Again, communicating early and being a good citizen can help tremendously.

(v) For track races, contact Jen Featheringill.
membership@obra.org

B. Choosing your date

(i) When choosing a date, you should work with other promoters. OBRA has a policy of non-interference with setting

dates- there no such thing as date exclusivity. On occasion we will suggest date changes but promoters are free to make the final decision. That said, please be aware that if there are multiple events on a date, we may not be able to service all events with officials or equipment.

You should consider whether there are popular races on the same date that would attract the same type of racer. For example- it is unlikely Super D races would conflict with track races. If two crits and a track race were scheduled on the same day, then there would likely be conflicts and less people would attend each of your events.

C. Budgeting

Budgeting is a critical part of race planning. Figure out what your costs will be. You'll need to plan for permit costs, facilities rental, portable toilet rental, marketing costs, lunches for volunteers and officials, hotels for officials (if applicable), officials fees, OBRA fees and prize payouts. There may be other costs that may not be listed so be sure to think through everything.

(i) Always plan for the worst-case scenario. If this is your first time running a race- expect low attendance. 95% of races start small then increase from there if you put on an enjoyable race.

(ii) Always start low with a prize list. You can always increase after you submit your paperwork- you can never decrease. Only count sponsor money if it is in hand or if there is a contract. Remember- prize payouts really only affect attendance for Cat 1/2 road, A cyclocross and Pro MTB. Most people in other categories race for the fun.

(iii) Figure out a reasonable entry fee based on your expenses and on what other races are doing. If you price your race way above what other promoters are charging, you may negatively affect your attendance.

(iv) If you are a first-time promoter, there is a refundable \$200 deposit required that can be applied your race fees.

(v) How do I estimate my OBRA fees and officials' fees?
Download the excel spreadsheet at http://www.obra.org/forms/race_charges.xls. (See Appendix A)

- a. Mileage for officials is paid for travel to and from the event and any mileage incurred during the race (if applicable).
- b. All promoters are required to pay the OBRA surcharge.
- c. Truck and trailer rental fees are \$50 per day.
- d. Equipment check-in is \$50.

(vi) Races over multiple days, requiring excessive travel or extremely early starts may be asked to provide housing.

(vii) Will you have OBRA neutral wheels? Will you have an announcer? These all cost money.

(viii) How do I save money?

1. If you are on a team, have your teammates trained as officials. While a teammate may not be a Chief Referee- they can be used for other positions.

2. Use volunteers. Trade race entry for working jobs.

3. If you are putting on a road race, find volunteer drivers for your non-volunteer officials. This saves money as you will not be charged mileage for driving the race. See if your non-volunteer officials will carpool.

III. Paperwork

A. Event Applications-timeline

OBRA Event Applications must be returned to the Executive Director no fewer than forty-five days before the event. OBRA has the option not to process permits received fewer than 45 days prior to the event. Late processing will include an additional processing fee.

B. Event Application- requirements

Event Application packets must include Insurance Application, Letter of Agreement, additional insured spreadsheet, announcement or if online, a link to the webpage, course maps and the required fees. After approval, the Insurance Application will be sent to the insurance office for processing. Additional insured certificates and event certificate will be sent by the insurance company to the event organizer and the Executive Director.

(i) How much are my OBRA permit fees?

If this is your first time putting on a race then you must submit a \$200 deposit. If your team has put on a race before then this deposit is waived. Remember this deposit is in addition to the processing/permit fee.

(ii) Processing/permit fee

\$40 if paid 45 days or more in advance

\$55 if paid 15-44 days in advance

\$105 if paid 14 days or less in advance

You can pay by using our online store:

<https://www2.obra.org/shop/>

(iii) Where do I send the materials?

You can e-mail Chuck Kenlan: ckenlan@obra.org

C. Event applications- approval

Event applications may not be processed and events not approved at the discretion of the Executive Director. Potential reasons for not processing or approving may include but are not limited to:

- (i) Failure to follow OBRA administrative rules
- (ii) Failure to obtain venue approval.
- (iii) Suspension of the event organizer or club.
- (iv) Inability of OBRA to staff officials or provide equipment.

D. Insurance

A promoter may supply their own insurance but the insurance must match that of the OBRA policy and a certificate naming the Oregon Bicycle Racing Association as a third-party insured must be supplied to the Executive Director along with the Event Application. If an event organizer supplies their own insurance and the insurance is approved by OBRA then the event is not required to pay the insurance surcharges.

(i) What is an additional insured? An additional insureds are the people or entities who also need to be covered by insurance. Property owners, government agencies and sponsors often request coverage.

(ii) Some additional insureds request specific language on their certificate, may need what is called an endorsement and/or may need their own certificate. Please ask them before submitting your insurance application.

(iii) What are your insurance limits?

General Liability (protection from lawsuits)

Each occurrence:	\$2,000,000.00
Aggregate:	\$4,000,000.00

(iv) If a property owner requires “Primary and non-contributory” coverage, it is available for a fee. Contact the Executive Director for a quote.

(v) Does OBRA cover medical?

No. To do so would cause insurance rates for all promoters to increase dramatically.

(vi) Vehicles

Our insurance now requires that all drivers in a caravan must have proof of vehicle insurance. This information will be recorded. All drivers must also have a valid driver's license.

E. Forms and announcements

Entry forms/Race announcements must be approved by the OBRA Executive Director prior to publication. The Entry forms/Race announcements will, at a minimum, be published on the OBRA web page (www.obra.org) or in a location that can be linked from that site and also distributed to the OBRA listserv. This should occur at least 30 days before the event.

Do this is as early as possible. Racers often plan their calendar in advance and get irritated when a flyer isn't available early. If you don't get it up with time to spare- it'll probably negatively affect attendance.

Any conflicts between different publications of the Entry forms/Race announcement will be resolved based on the information posted to the OBRA web site. Any changes to the information on the Entry forms/Race announcements must be approved by the OBRA Executive Director and Chief Referee.

Last minute changes are bad. Racers don't like last minute changes. That said, don't forget that changes have to be cleared by the Director **and** the CR.

Unless there are extenuating circumstances, information regarding categories, start times, entry fees, prizes or entry restrictions will not be changed except to add categories or increase prizes. All changes must be approved by the OBRA Executive Director and Chief Referee. Statements that allow for changes in categories, start times, entry fees, prizes, and/or entry restrictions will not be

permitted.

F. Race announcement requirements

The event organizer must include the following information on the race Entry forms/Race announcement:

- (i) Name of Event
- (ii) Date(s) of Event
- (iii) Location of Event
- (iv) Map or Directions to Race Course
- (v) Course description
- (vi) Type of Race
- (vii) Contact information for event organizer with a minimum of an email address
- (viii) Categories, start times, entry fees and prizes
- (ix) Any entry restrictions
- (x) The OBRA logo and mention that OBRA annual or single event memberships are required

G. Process

So how does this all come together?

Once you have secured a date, it will appear on the OBRA calendar. As the event approaches, send in your application-remember- the earlier the better.

Now is a good time to coordinate with Scott Willson if you wish to use OBRA online registration. It's also a good time to contact portable toilet vendors. There's nothing worse for racers than not having enough toilets! If you're a mountain bike promoter check

with the mountain bike representative about getting numbers printed. Now is also a good time to arrange for certified flaggers if you need them. If you wish to have paid neutral support, contact

them too.

Once we receive your application the Executive Director will take a look at it. This may take a week. Please be patient. When it is reviewed OBRA will send you an invoice marked paid for the processing/permit fee.

If there are any questions about the insurance application, you will get an e-mail with questions.

Next, you will receive an e-mail with a checklist for the race announcement that will let you know whether your announcement passes muster. It will also list deficiencies that you have to fix. You may not publicize the specifics of the race until your announcement has been approved.

Once the announcement has been approved, the Executive Director will forward the announcement or hyperlink to the webmaster for posting. At the Executive Director's discretion, approval may be made contingent changes. e.g. the ED will instruct you to make changes and to e-mail the webmaster when those changes have been completed.

It is up to you to make sure that the announcement is linked on the website once approval has been made. Check to make sure!

Get all this done at least 2 months in advance to give your event as much publicity as possible!!

IV. Marketing

How are you going to get the word out? Getting people to races is as important as putting on the race. Need assistance or ideas for marketing? Contact marketing@obra.org.

A. OBRA Site

This is the single most important piece of your marketing. Get your race announcements to OBRA on time. The more time it appears on the OBRA website the more people that will see your race and the more people will consider it. The OBRA website gets

over 5 million pageviews per year!

Spend time on your race announcement. Does it convey your race well? The more information the better. It doesn't have to be pretty but does it make your race look like fun or something that people will enjoy? Remember that this is the first impression with your race that many people will have. Don't let it be their last.

If there is space you can also submit a small banner advertisement to webmaster@obra.org for inclusion on the front page. E-mail Cheryl at the above e-mail address for details.

B. List Serv's

Another great option is to send e-mails to the various list-servs in the area. Our own list serv is the [OBRA Google Group](#). Once your paperwork is approved you may send out notices to all of our list-servs. (OBRA Chat, The WSBA (Washington State Bicycling Association) and NCNCA (Northern California Nevada Cycling Association) also have list servs. Sign up for those and send them information.

C. E-mail list

OBRA also maintains an opt-in e-mail list. Each member can choose to be on the e-mail list when they sign up for membership. The OBRA marketing staff will send out one marketing email for each event. Promoters are required to provide their own content.

D. Other

There are many other avenues for publicizing your race. Other ideas are:

- (i) Social media- get influential people to tweet or Facebook about your race.

We can provide a list of addresses and e-mail addresses for members and teams. You will be required to agree to keep the

addresses confidential. This data may not be sold or transferred without our permission. You will not receive information for anyone who has opted out.

- (ii) Contact teams on the OBRA team page.
- (iii) Put out flyers to bike shops
- (iv) Get people to talk about your race on rides and during other races.
- (v) Newspaper, radio and television advertising are also options. But- make sure you are targeting your audience.
- (vi) Get in touch with Jonathan Maus from Bikeportland.
- (vii) Try to get free media from local/regional newspapers. Many sports sections may be amenable to announcing or covering your race. Don't be afraid to ask or talk to a sports editor.
- (viii) Don't limit yourself to Oregon. Many people travel from out of state to race in our races. In fact, we often get contingents of riders coming from Idaho, California and Washington to race in our races.

V. Registration

A. Old fashioned way

You can definitely have people register the old fashioned way- at the race or via snail mail. If you do, make sure to be clear in your race announcement about mailing deadlines and when day of race registration closes (if available).

B. Online registration

OBRA provides a low cost, easy to use online registration system. Fees are \$1 per order plus 5%.

Online registration is fully-integrated with the OBRA database.

Promoters can use their OBRA account to manage their events; riders can use their OBRA account to register for races, keep their contact information up-to-date, and view their order history. This means current and accurate start lists, schedule, and results for promoters and riders.

Riders agree to the liability waiver online, and can purchase an annual membership or single-event license with their registration.

Online registration is opt-in: promoters decide if you want to be included. If you do, new registrants are mailed to you nightly with an attached Excel file of all registered riders. You can also view all registered riders online in real-time. And it's OK to use OBRA's service with another one.

1. OBRA will do an ACH deposit into your account
2. The Excel download has complete registration information, drawn directly from the OBRA database: OBRA number and license, purchase price, membership status, rider age, team, contact info, billing info, and more.
3. Self-service: you can update pricing and event contact information yourself.
4. You can require OBRA membership or license for all registered riders.
5. Promoters can pay the online fee or pass it on to riders. For a \$20 race, if the promoter covers the fees, that rider pays \$20 and the promoter receives \$18. If not, the rider pays \$22, and the promoter receives \$20.
6. You can customize the online registration cut-off date and time.
7. You can change registered riders' categories.
8. Refunds are manual, but easily handled by an email to help@obra.org

9. Once online registration is enabled for your event, each category has a simple, unique URL for registration. For example: <http://obra.org/events/15724/register>
10. The system checks for duplicate registrations
11. We support registration for series and individual events, and series discounts
12. Partial and full-price discount codes
13. Field limits
14. Sale of T-shirts, caps, etc.

To get more information e-mail scott.willson@gmail.com.

Even if you do online registration, you will still need to put registration deadlines in your race announcement. It is also still a good idea to have day of registration. It's also ok to charge a higher amount for day of race registrations or registrations after a certain date- but it is advisable to be reasonable as racers are notoriously last minute.

C. Planning for registration at the race

When thinking about registration, think about how you will handle registration and check-in at the race. Think about how many people you will need and about your workflow.

Consider giving riders who are pre-registered priority over racers who sign up day of race.

Remember that all riders must present valid proof of membership and a waiver before racing. Junior waivers must have additional signatures. The waiver presentation requirement may be waived if the rider paid for the race using the OBRA registration system or other approved registration system. Proof of membership can take the form of a valid membership card, a membership sticker, online confirmation printout or e-mail or e-mail authorization from

the Executive Director or Membership Manager.

Consider how you will get registration information to the officiating staff. Electronic format is always preferred as that speeds up the entire process. Make sure to ask the officials director about the preferred format. When thinking about the layout of the course, consider where to put registration to make there is electricity available for laptops. Think about how you will handle money and checks. Do you have a cash box? Who will be in charge of it? Make plans and delineate who will be in charge of each part of the process.

VI Staffing

A. Officials

Officials are a key piece of your race. Once your race is scheduled and on the OBRA calendar, the Officials Director will assign a Chief Referee. This happens about 1-2 months in advance of your race. The Chief Referee will then choose a team of officials. If you plan on having teammates as volunteer officials or if you have a preferred Chief Referee, contact the Officials Director.

The Chief Referee will then coordinate with you about expectations and details about the race.

Specific to mountain biking, the mountain biking representative will select a course observer to provide feedback on how your race was run.

B. Volunteers

Volunteers are another critical piece of your race. Secure volunteers as far in advance as possible. Go with the assumption that there will be no-shows and last minute cancellations. Over schedule so you have people in case people do not show up. You do not want to end up being short staffed as this will discourage racers from returning to your race in subsequent years.

Come up with a plan for the volunteers. A volunteer handbook is

always helpful. Give these to the volunteers in advance so they know what their duties are. The handbook can include emergency numbers and other contact information.

Come up with an spreadsheet that lists shifts and positions. Fill those in with people.

C. Paid staff

At your discretion you may pay people to staff your events instead of having volunteers.

D. Common positions to fill

Registration/check in- you will need to have at least 2 people to help with registration. If you have a larger race then more is better. You do not want a bottle neck here.

Course/corner marshals- these folks help direct riders around course and help manage the public.

Course setup/teardown- these people help set up the course and tear down the course.

Runners- they often run errands such as taking results from the finish line to the staging areas. They will also take items out to corner marshals.

Scorers- scorers can be paid or volunteer. They help the Chief Judge.

For road events- lead and follow cars.

Finish line assistants- specific to mountain biking, they tear off finish tags in the finish chute.

Announcer- a good announcer can add some pizzaz to your race. If you wish to have one, make sure you get in contact with them well in advance and negotiate their fee with them.

VII. Equipment:

Only OBRA Members in good standing are entitled to use the race equipment. Take good care of it. Equipment is a shared resource and how you treat equipment affects other promoters. Event organizers agree to take at least ordinary care of equipment while under their control.

We now have equipment available out of Portland, Eugene, Medford and Bend. Portland has the most equipment as it is our central hub.

A. What do you have?

Check with the equipment person in each region.

Portland:	Tony Kic (equipment@obra.org)
Eugene:	Clara Terrell (keenanterrell@gmail.com)
Medford:	Ben Brainard (ben@ashlandgreenhouses.com)
Bend:	Chuck Kenlan (ckenlan@obra.org)

For our Portland warehouse you can check:

http://www.obra.org/forms/equipment_request.xls

When there are multiple events, we will try to service them all. The ultimate decision as to the final distribution of equipment will be up to the equipment manager.

If there is any equipment not in our inventory that you think would benefit yourself and other promoters, please let us know. We may be able to purchase it.

B. Requesting equipment

Fill out the request form:

http://www.obra.org/forms/equipment_request.xls

Send this form in to the appropriate equipment person. Do so as far in advance as possible.

When you fill this form out, please be realistic in terms of what you think you will need. Ask for advice. Contact Tony to see what is a common load out for certain types of events. Oftentimes, promoters will ask for more equipment than is used at events.

C. Checking the equipment out

Plan to pick up the equipment the day before it is needed or the morning of. In Portland we have one truck and one trailer. In Bend, Eugene and Medford the equipment is housed in trailers. If you are getting trailers make sure you have vehicles that can tow them.

Coordinate with the appropriate equipment people for pick-up.

When you arrive to pick-up equipment there is a check-out list of equipment. Make sure it is all there. Sometimes items are miscounted so double check. If you don't let us know when it is checked out- you will be charged for an item that is listed but not returned.

Check the generators and gas cans. You do not want to arrive at the race and find out there is no fuel. It is your responsibility to supply fuel.

If you are getting an equipment hand-off from another promoter. Check the equipment list. It is critical as we have no way of tracking what you received. If there are items that are missing, we will have to charge both promoters unless you tell us that items were missing when the transfer was made.

Do not help yourself to OBRA equipment. Ask the equipment manager first.

D. Equipment return

All equipment must be returned within 48 hours of the completion

of the event unless other arrangements and permission has been

granted by the Equipment Manager or Executive Director.

If you're going to be late- out of common courtesy, let Tony or the other equipment people know. Their time is valuable and annoying them is a bad thing.

If any equipment is broken or damaged, list it on the clipboard in the truck and send a note to Tony.

E. Race charges

Event organizers wishing to use the race equipment must pay all appropriate OBRA surcharges. Failure to agree to this policy will forfeit use of the race equipment in the future.

Truck and trailer usage is \$50 per day. There is a restocking fee of \$50. Equipment is charged out at \$0.75 per rider per day.

E. Care of equipment

When you have equipment- keep an eye out on it. Thievery has been on the increase and we lost close to \$12,000 in equipment in 2011. This affects our bottom line and affects all promoters. Less equipment is available and costs for equipment go up. **Keep all equipment and vehicles secure!**

The club/event organizer will sign and be responsible for all items taken. Any lost or unreturned items will be the financial responsibility of the event organizer. Replacement of said items must be done with 15 days. Items replacing lost or broken equipment must be the same or equal quality of the items not returned. There will be a restocking fee if OBRA personnel must purchase replacement equipment. There will be a charge if the items are not returned with 10 days.

Lost VHF radios and or related equipment will be charged immediately at the conclusion of the event.

G. Equipment purchase

Is there any equipment that you would like to see in our inventory?

Ask! Event organizers may request that specific equipment be purchased for their event. We'll definitely consider your request!

H. OBRA Vehicle Use

1. Operators must be at least 21 years of age, have a valid driver's license and insurance and present proof on request. If we find out someone that is younger than 21 drives the truck, you will not be allowed to promote a race for 365 days and will only allowed the trailer the next race.
2. Gasoline tanks, generators and containers must be returned full. An astronomical fee will be charged for failure to do so.
3. Vehicle must be returned packed in a similar condition to when it was checked out. Garbage and unclaimed items must be removed. A fee will be charged for failure to do so.

I. Special Equipment

Some equipment will not go out with the truck. Specific items such as the finish line camera and the VHF radios will only go out with officials. There may be additional fees for specific equipment.

J. Common questions

I only need a couple pieces of equipment. Can I get a reduced rate?

No. We do not rent out equipment piece-meal unless there are extenuating circumstances.

Some equipment was broken or in poor shape when we received it. What can I do?

Let us know about it. If a radio or flasher is broken, don't just toss it back in. Mark the item with tape.

VIII. First Aid

First aid gets its own heading because first aid because it is so important. Having a first aid provider and adequate supplies is paramount. Having a cell phone available to call EMS is not the best way to prepare for accidents.

Crashes happen- and the last thing you want to have is a rider drive home with a dirty uncleaned wound. That will definitely leave a negative impression of your race.

You will want to have someone there who is familiar with injuries related to bike racing and has enough supplies to deal with them. OBRA has a program and will send out supplies only if there is a person approved by Camille Hook at the race. To arrange for OBRA First Aid, contact Camille Hook (camillebhook@gmail.com) far in advance as possible. We're talking about 3-4 months in advance. The service area is currently limited by where we have approved staff. Contact Camille for details.

IX. Neutral Support

Neutral wheels can often be arranged through our partner Rolf Prima. Contact the Executive Director for more information.

X. Day of Race/Pre-Race

You're probably nervous at this point. Will there be enough people? You want everything to go right. Stress is good but don't stress out too much.

A To do list

A couple days before the race reconfirm with everyone and go over your plans.

Contact the chief ref, your volunteers, your first aid provider, your portable toilet vendors and any one else involved with the race.

Double check all of your permits and bring them to the race.

Purchase toilet paper. You don't want to run out of that. If all of it isn't used- you'll be able to use it yourself!

Print off copies of annual membership forms, one day licenses and race releases.

Go to the bank and get cash so you can give out change.

Buy some pens so people will be able to fill out forms.

If you didn't request pins, make sure you have plenty on hand. For MTB make sure you have your number plates in hand and that you have enough ties.

Make sure you have enough checks to pay people at the race- all officials and fees are paid directly at the conclusion of your event.

If you have a gas can fill it in case the previous promoter didn't top off the generator.

If you plan on giving a little speech to the riders before each of the categories, think about what you are going to say.

Put together your prizes.

Workout how prizes will be distributed. Will you have someone in charge of them? Will you be mailing them? Remember that the earliest that prizes can be awarded is 15 minutes after their posting if done at the race.

Print out copies of your race flyer and schedule.

Also think about lunch for the officials. It is up to the promoter to provide lunches. Sandwiches are always good.

B. Course setup

Make sure you set up the course early. If you're a mountain bike promoter set up as early as you can keeping in mind that vandals may take down your markings. Pre-ride with a friend prior to the race and mark any areas that are unclear. On high speed sections be sure to mark the in-correct route as well as the correct route.

For a road, crit or TT- set up early in the morning or as early as possible. Leaving signs up overnight is asking for theft. Each of the new signs are upwards of \$200. Cyclocross promoters should also set up as early as possible. If it is a secure location then you can setup the course the day before.

C. The morning of the race

Arrive early- and have your volunteers arrive early! The officials will be there about an hour before the start of the race and will run a check of the course. The Chief Ref may want to talk to the volunteers so check with them.

Talk with your volunteers/staff to ensure they know what their duties are and their shifts. Also make sure your volunteers know where to direct people if there are questions. If there are questions about results, make sure they know to direct people to the officials.

You are also responsible for setting up the finish line area. This means setting up tents, tables and chairs for officials.

XI. Resources

A. OBRA Contacts

Chuck Kenlan
Executive Director
ckenlan@obra.org
In case of emergency only: 541-480-6970

Tony Kic
Equipment Manager
equipment@obra.org
Phone: 503-481-0800

Jen Featheringill
Membership
membership@obra.org
In case of emergency: 360-624-1801

G. Medical Support

CamilleHook
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503-329-6331

H. Announcers

Dave Campbell
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541-574-2228

Checklist

___ Letter of agreement

___ Processing fee (\$40, \$55, \$105 +\$200 if new promoter)

___ Traffic plan/map of course

___ Insurance form with correct additional insureds if applicable?

___ Does my event announcement/flyer/website have the following information?

1. Name of Event
2. Date(s) of Event
3. Location of Event
4. Map or Directions to Race Course
5. Course description
6. Type of Race
7. Contact information for event organizer with a minimum of a telephone number and/or email address
8. Categories, start times, entry fees and prizes (minimum prize list)
9. Any entry restrictions (field limits, special rules)

___ Has the flyer been approved by the Executive Director? The flyer will not be published/linked until approved.

Am I set with the following?

___ Have I arranged my first aid?

___ Have I been in touch with the Chief Referee?

___ Are all my permits in place?

___ Have I contacted all the proper authorities/EMS?

___ Have I contacted the local hospital?

___ Do I have written permission to use course, registration site

and other grounds?

___Have I given notice to all residents and property owner if required to?

___Are all my volunteers all set?

___Have I arranged for traffic control if required? (certified flaggers)

___Do I have the insurance information for anyone driving on the course during the event?

___Have I printed enough waivers and annual/one day licenses for the event?

___Have I contacted Scott Wilson if I wish to use OBRA online registration?

___Have I sent Tony Kic an equipment request form?
(equipment@obra.org)

___Have I reviewed the spreadsheet that lists the race charges to be paid at/after the event?

___Have I reviewed the Mountain Bike Promoter Checklist if I promote MTB events?

___Have I received copies of the certificates of insurance, verified that they are correct and sent them onto the insureds?

___Have I arranged for enough portable toilets?

___Do I have enough parking?

___Do I have all the supplies I need? Pins, pens etc?

___Have I arranged for lunch for officials?

___Have I coordinated for enough supplies if I am providing neutral support?