|  |  |
| --- | --- |
| **Event Name:** |  |
| **Event Organiser:** |  |
| **Organising club:** |  |
| **Event Date:** | **/ /** |
| **Event Location:** |  |
| **Name of Chief Commissaire:** |  |
| **Names of Assistant Commissaires:** |  |
| **Name of Chief Judge:** |  |

**Facilities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | Comment |
| **Covered sign on?** | **Yes** |  | **No** |  |  |
| **Covered timing?** | **Yes** |  | **No** |  |  |
| **Toilet facilities?** | **Yes** |  | **No** |  |  |
| **Changing facilities?** | **Yes** |  | **No** |  |  |
| **Hot showers?** | **Yes** |  | **No** |  |  |
| **Adequate start area?** | **Yes** |  | **No** |  |  |
| **Adequate finish area?** | **Yes** |  | **No** |  |  |

**Course design and features**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | If ‘no’ please give details |
| **Route map provided?** | **Yes** |  | **No** |  |  |
| **Circuit length and features acceptable?** | **Yes** |  | **No** |  |  |
| **Circuit width acceptable?** | **Yes** |  | **No** |  |  |
| **Clear and safe course marking?** | **Yes** |  | **No** |  |  |
| **Youth and U12’s course suitable?** | **Yes** |  | **No** |  |  |
| **Starting arrangements suitable for event category and field size?** | **Yes** |  | **No** |  |  |
| **Suitable depth to finish area?** | **Yes** |  | **No** |  |  |
| **Obstacles meet regulations for event category?** | **Yes** |  | **No** |  |  |

**Equipment pits**

|  |  |  |
| --- | --- | --- |
| **Pit type:** *(tick one only)* | **1 single pit** |  |
| **2 single pits** |  |
| **1 double pit** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | If ‘no’ please give details |
| **Pit(s) well placed?** | **Yes** |  | **No** |  |  |
| **Pit(s) adequately marked?** | **Yes** |  | **No** |  | Yellow flags were available to use as well. |
| **Pit(s) adequate length and width?** | **Yes** |  | **No** |  |  |

**Spectator facilities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | If ‘no’ please give details |
| **Adequate PA?** | **Yes** |  | **No** |  |  |
| **Race Commentary?** | **Yes** |  | **No** |  |  |
| **Presentation podium?** | **Yes** |  | **No** |  |  |
| **Adequate prize presentation?** | **Yes** |  | **No** |  |  |
| **Refreshments available?** | **Yes** |  | **No** |  |  |

**Race officials and helpers**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | If ‘no’ please give details |
| **Enough marshals and adequately positioned?** | **Yes** |  | **No** |  |  |
| **Judging and recording satisfactory?** | **Yes** |  | **No** |  |  |
| **Timekeeping/lapboard control adequate?** | **Yes** |  | **No** |  |  |

**Sign on / administration**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | Comment |
| **Sign on administration adequate?** | **Yes** |  | **No** |  |  |
| **Race licences checked?** | **Yes** |  | **No** |  |  |

**Race start procedure**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  | If ‘no’ please give details |
| **Gridding applied?** | **Yes** |  | **No** |  | **N/A** |  |  |
| **Start procedure done correctly?** | **Yes** |  | **No** |  |  |  |  |

**Timekeeping**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | Comment |
| **Chip timing provided?** | **Yes** |  | **No** |  |  |
| **Laptop timing provided?** | **Yes** |  | **No** |  |  |
| **Manual timekeeping?** | **Yes** |  | **No** |  |  |

**Communications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | If ‘no’ please give details |
| **Radios provided?** | **Yes** |  | **No** |  |  |
| **Communication effective?** | **Yes** |  | **No** |  |  |

**First aid**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | If ‘no’ please give details |
| **Dedicated first aid personnel on site?** | **Yes** |  | **No** |  |  |
| **Ambulance provided:** | **Yes** |  | **No** |  |  |
| **Placement, staff levels adequate?** | **Yes** |  | **No** |  | Paramedic working on his own |

**Penalties / Incidents**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | If ‘no’ please give details |
| **Penalties issued?** | **Yes** |  | **No** |  |  |
| **Incident report form attached?** | **Yes** |  | **No** |  |  |

**Accidents / Relevant Incidents**

**Comment on incidents below. Include licence numbers of riders involved and note on injuries, details of any witnesses**

|  |
| --- |
|  |

**General comments**

**Please give comments as to how the event may be developed and improved in the future**

|  |
| --- |
|  |