|  |  |
| --- | --- |
| **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** |  |  |

**Course design and features**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **Comment** |
| **Course map provided?** | **Yes** |  | **No** |  |  |
| **Circuit length and features acceptable?** | **Yes** |  | **No** |  |  |
| **Clear course marking?** | **Yes** |  | **No** |  |  |
| **Suitable depth to finish area?** | **Yes** |  | **No** |  |  |

**Spectator facilities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **Comment** |
| **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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **Comment** |
| **Enough marshals and adequately positioned?** | **Yes** |  | **No** |  |  |
| **Marshals equipped with hi-vis, whistles?** | **Yes** |  | **No** |  |  |
| **Marshals have correct flags and know flag procedure?** | **Yes** |  | **No** |  |  |

**Sign on / administration**

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

**Uplift service**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  | **Comment** |
| **Uplift service provided?** | **Yes** |  | **No** |  | **N/A** |  |  |
| **Method of uplift** |  |
| **Queuing system provided?** | **Yes** |  | **No** |  |  |  |  |

**Practice day**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **Comment** |
| **All riders practicing with race plates?** | **Yes** |  | **No** |  |  |
| **Practice times adhered to?** | **Yes** |  | **No** |  |  |

**Start procedure**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  | **Comment** |
| **2nd run gridding applied?** | **Yes** |  | **No** |  | **N/A** |  |  |
| **Start procedure done correctly?** | **Yes** |  | **No** |  |  |  |  |

**Timekeeping**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **Comment** |
| **Accurate timing completed?** | **Yes** |  | **No** |  |  |
| **Timing system used** |  |
| **Manual timekeeping backup?** | **Yes** |  | **No** |  |  |

**Communications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **Comment** |
| **Radios provided?** | **Yes** |  | **No** |  |  |
| **Communication effective?** | **Yes** |  | **No** |  |  |

**First aid**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **Comment** |
| **Dedicated first aid personnel on site?** | **Yes** |  | **No** |  |  |
| **Description of First Aid cover:** |  |
| **Placement, staff levels adequate?** | **Yes** |  | **No** |  |  |

**Penalties / Incidents**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **Comment** |
| **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**

|  |
| --- |
|  |

**Weather**

|  |
| --- |
|  |

**General comments**

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

|  |
| --- |
| Some pointers for next time. |

|  |  |
| --- | --- |
| Report form completed by |  |
| Cycling Ireland licence number |  |
| Date |  |
| Signature |  |