Eastern Cycling Race Day Checklist

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| **1. EVENT DETAILS** |
|  **Date:**  |  | **Host Club** |
|  | 10/11/2021 |  | Eastern Cycling Club |  |
|  |  |  |
|  **Venue**  |  | **Name of Event** |
|  | Choose an item. |  | Choose an item. |  |
|  |  |  |  |  |
| **Type of Event:** | [ ]  Road | [ ]  Criterium | [ ] Track | [ ] Open Road/Track | [ ] Closed Road/Track |  |

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| Please place tick (✓) in the appropriate box |

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| **2. PERMITS - PRE PLANNING** |
| **Event Permits and other documentation required for this event** |  **Required** | **Obtained** | **On hand** |
|  Police | [ ] Yes | [ ]  No | [ ] Yes | [ ]  No | [ ] Yes | [ ]  No |
|  Road Traffic Authority | [ ] Yes | [ ]  No | [ ] Yes | [ ]  No | [ ] Yes | [ ]  No |
|  Council | [ ] Yes | [ ]  No | [ ] Yes | [ ]  No | [ ] Yes | [ ]  No |
|  Traffic Management Plan | [ ] Yes | [ ]  No | [ ] Yes | [ ]  No | [ ] Yes | [ ]  No |
|  Other – provide detail | Click here to enter text. |
| **3. PRE RACE CHECKS** |
| **Check List** | **Y or N or N/A** | **If ‘N’ what action taken, if ‘N/A’ why not** |
| **First Aid** |  |  |  |  |
|  First Aid in place | [ ] Yes | [ ] No |  | Click here to enter text. |
|  First Aid personnel have communications | [ ] Yes | [ ] No | [ ]  N/A | Click here to enter text. |
|  First Aid Provider / Personnel | Click here to enter text. |
| **Weather Conditions** |  |  |  |  |
|  Have all guidelines been considered (extreme weather, bushfire, fog, lightning, rain) | [ ] Yes | [ ] No | [ ]  N/A | Click here to enter text. |
|  Is it safe to race? | [ ] Yes | [ ] No |  |  |
| **Marshalls, support car and Traffic Controllers** |  |  |  |  |
|  Have all had pre-race briefing? | [ ] Yes | [ ] No | [ ]  N/A | Click here to enter text. |
|  Have all been issued with vests, flags? | [ ] Yes | [ ] No | [ ]  N/A | Click here to enter text. |
|  Are all linked up with communications to race referee? | [ ] Yes | [ ] No | [ ]  N/A | Click here to enter text. |
|  Final check that all are in place and ready? | [ ] Yes | [ ] No | [ ]  N/A | Click here to enter text. |
|  Are lead and follow cars signed correctly? | [ ] Yes | [ ] No | [ ]  N/A | Click here to enter text. |
|  Contact list available to all marshals and traffic controllers and first aider personnel | [ ] Yes | [ ] No | [ ]  N/A | Click here to enter text. |
| **Rider Briefing** |  |  |  |  |
|  Briefing notes prepared | [ ] Yes | [ ] No |  | Click here to enter text. |
|  Helmet and Bike check | [ ] Yes | [ ] No |  | Click here to enter text. |
|  Who is giving the pre-race rider briefing? | Name : Click here to enter text. |
|  | Signature:  |

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|  **4. HAZARD CHECKLIST** |
| **Check List** |  **Yes or No** | **If ‘yes’ what action taken** |
|  Are there any obstructions on start/finish line? (cars, people, barriers) | [ ] Yes | [ ] No | Click here to enter text. |
|  Any cars parked on course or side of road | [ ] Yes | [ ] No | Click here to enter text. |
| **Pre-race Course Check** |  **Yes or No** | **If ‘yes’ what action taken** |
| Minor hazards | [ ] Yes | [ ] No | Click here to enter text. |
| Major hazard – refer guidelines | [ ] Yes | [ ] No | Click here to enter text. |
| Have all hazards been included in rider briefing? | [ ] Yes | [ ] No | Click here to enter text. |
| **5. POST-EVENT INCIDENT REPORT** |
| **Post-race Incident Report** |  **Yes or No** |  | **Yes or No** |
|  Any incident (accident, injury, disciplinary)? | [ ] Yes | [ ] No | Separate Report Done? | [ ] Yes | [ ] No |
| **Brief Detail of Report Submitted** |
|  |
| **6. Form Completed By Referee** |
|  **Name:**  |  | **Signature** |  | **Date** |
|  | Click here to enter text. |  |  |  | 10/11/2021 |  |
| By signing this form you are accepting responsibility for the answers provided. Insurance exists to protect the nominated referee whosigns this form. Insurance cover may not exist for officials who show deliberate negligence or disregard for these responsibilities. |
| **GUIDELINES** |
| 1. This form needs to be completed with before any event run.
2. It is the responsibility of the appointed Race Referee.
3. As this Checklist forms an integral part of the Risk Management process, it is important that it is used for all races. The correct use will help your club identify any potential areas of risk and therefore provide opportunity to take steps to reduce that risk.
4. This form to be read in conjuncture with the Safety Guidelines.
5. Minor Hazards – intended to include dirt on course, pot holes, casual water, road works, verge damage, sharp corners, narrow bridges, sun glare, and parked cars.
6. Major Hazards – intended to include but not limited to cars parked on finishing straight, immovable objects or structures not normally on the road/track and pose threat of accident/collision. Can be roadworks, water over road, tree or some manmade object.
7. Major Hazard Action – must have one of following outcomes:A. Cancel race B. Reroute race C. Cone area and create ‘neutral go-slow zone’ with a marshal in attendance. **Note** that if the Major Hazard is in finish straight then move finish line or cancel race.
8. What to do with completed form. Your club must keep a copy and the original form must be sent to Race commitee
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