

Facilities, Venue, and Technical Information

- Inspect course(s)
 - Risk analysis and compliance with regulations*
 - Marshal placement*
 - Wheel pits*
- Inspect registration / sign-in arrangements
 - Layout and equipment*
 - Number of volunteers*
- Posting boards
 - Start sheets and results*
 - Communiqués and event schedule*
 - Emergency action plan*
- Inspect start / finish and staging layout
- Inspect support equipment (radios, etc)
- Analyze event schedule, technical guide, and course maps

Volunteer Briefings / Meetings

- Brief registration volunteers
 - License check and fines*
 - Format of start lists*
 - Entry deadlines*
- Brief course marshals
 - Lap counters*
 - Emergencies and crashes*
 - Spectator control*
 - Basic rules*
 - Positioning on the course, expected duration*
- Discuss the emergency plan with first aid and EAP coordinator
 - Evacuation*
 - First aid stations*
 - Call person*
- Brief the announcer
- Discuss inspection results and event schedule with organizer
- Meet with Commissaires' Panel to assign tasks and discuss problems

After the Race

- Debrief the panel
- Debrief the organizer
- Collect information about injuries and race incidents
- File race report within 5 days