US ENDURANCE EVENT PLANNING GUIDELINE

The following information has been developed to give event promoters a basic guideline for the organization and direction of an endurance cycling event. This is only a guideline compiled from several promotional organizations and not all events will use all of the supplied information. Please contact US Endurance with questions and for guidance when planning your event.

PRE EVENT

☐ Find an event location and secure requirements, permits & permission from all governing bodies
☐ Design course with consideration for safety, registration, start/finish, transition area, parking, emergency evacuation, etc.
☐ Develop GPX files for gravel grinders– include important locations (Oasis, Stores, EMS, Start / Finish)
☐ Develop course cue sheets– include important locations (Oasis, Stores, EMS, Start / Finish)
☐ Develop alternative bad weather plans.
☐ Secure directions to event for distribution to participants
☐ Secure local hotel contact information
☐ Run a time trail/course test to determine potential problems and estimate finishing times
☐ Develop rules, requirements, and possible penalties for infractions during the event
☐ Check tentative event date to ensure that there are not events already scheduled on the same date in the same area
☐ Secure USE event insurance
☐ Prepare signage for course and race site
☐ Secure event volunteers & staff
☐ Order staff t-shirts or vest to distinguish them from racers or spectators
☐ Submit event information to the local Magazine calendars
☐ Seek sponsorship
☐ Design and print event posters, brochures, and registration forms
☐ Distribute event posters / brochures to local bike shops, gyms, clubs
☐ Submit event information to local & state publications & television media
☐ Contact local Chamber of Commerce
☐ Assign event photographer

EVENT LOGISTICS

Develop committees for event set up & clean up, registration, medical staff, course marshaling, event timing, volunteer/worker distribution, media management, awards ceremony, etc. – one person should not fill any 2 of these roles as they will often need attention at the same time. The race director should not hold any of these roles and should be focus on race management.

- Contact local EMS service and develop emergency medical plan – includes providing EMS with maps and directions to all extrication points on the course
- Provide 1st aid kits, EMS service contact information and maps to local hospitals to manned oasis or rest stop personnel.
- Contact local Police & Sheriff Departments and provide them with an event schedule and event maps
- Develop communications plan and acquire mode of communications – (amateur radio operators, citizen band radios, business band radios, cellular telephones, etc.) Plan should include communication with oasis & communication for key race personnel
- Secure additional restroom and sanitation services
- Secure all needed cones, fencing, barricades, ribbons, etc. for course marking
- Secure race numbers & twist ties or safety pins
- Secure participant t-shirts, giveaways, bags, etc.
- Secure tables, chairs and tents for registration
- Secure method of timing event
- Secure any needed security personnel for event
- Secure all signage for directions to event, event registration & information, course markings
- Secure banners for race and or start/finish line
- Secure required electrical sources – outlets, generators, etc.
- Secure public address system
- Secure any other required utilities such as water
- Secure all awards & prizes
- Have course marshals and oasis personnel in place before start of event.

POST RACE DUTIES

- Clean up race site, leave no trace of your event
- Return USE fees to USE within 14 days
- File all copies of incident reporting forms
- Post results on your website
- Send press release/ results / stories / pictures to local media
- Follow up with thank you letters & post-race report to forest service, park management, land owners, park personnel, governmental agencies, sponsors & volunteers
- Send thank you letter to sponsors, volunteers, facility owners
- Post-race evaluation with staff
- Volunteer & Staff party

Entry Form Information

The event entry form should contain the following information:

- Date of race
- Starting time
- Start and finish locations of event
- Race distance (s)
- Course description
- Course directions format (GPX or Cue sheets)
- Sponsor recognition
- Categories and team sizes
- Award and Prizes (with depth in each category)
- Amenities (t-shirts, meals, etc)
- Race promoter contact information (Phone, email, website)
- Entry fee (non-refundable, entry deadlines, check payable to)
- Race day entry procedures
- Mailing address (on application)
- Race limit
- Clinics or other related activities

The participant registration section should contain the following:

- Name
- Address (street, city, state, zip)
- Home Phone / Work Phone / Cell Phone
- Email
- Age or date of birth
- Gender
- Race category
- Shirt size
- Emergency Contact name & Phone

Race Day Areas That May Be Needed

Volunteer, Staff & Official Area

Tables, chairs and shelters
Refreshments & water
Instructional briefing

Press Area

Tables, chairs and shelters
Copy machine, phone lines, Internet access

Pre-Registered Participants Area

Packet & number pick-up

Race Day Registration Area

Entry forms, pens, pencils
USE Waivers
Race numbers /safety pins / twist ties
Race packages
Cash box, change

Trouble/ Problem Table

Medical Area

Isolated and covered area
Medical staff acquired
Communications acquired
Ice, blankets, cots, fluids

Oasis or Water Stations

Water, ice, cokes & electrolyte replacement fluids
Snacks, fruit or energy bars
Cups & pitchers
Tables
Trash barrels

Communication Area

Communication devices acquired

Results Area

Isolated area close to finish
Tables and chairs
Electricity
Computers, printers, copy machines, Internet access, phone lines
Preprinted awards sheets

Refreshments Area

Tables & Chairs
Ice, water and electrolytes
Cups, plates and napkins
Fruit or other snacks
Trash barrels

Awards Area

Tables and chairs
Podium or announcing stand
PA system
Awards display area with awards arranged in order of distribution
Results posting board or area