

ROAD COMPETITIVE EVENT CHECK LIST

All questions need to be answered by the Event Organizer before submitting to Jamaica Cycling Federation for approval. This form is not required for non-competitive events, training rides, camps or clinics. Prior to the race, the Race Commissaire must complete his/her event check list questions. Failure to comply with the provisions agreed upon on this form may result in cancellation of the event on or before race day. The Race Commissaire will return this form with his/her report on the event to the Jamaica Cycling Federation

RACE NAME: _____ Permit NO. _____
 LOCATION: Parish & City: _____ EVENT DATE(S): _____
 EVENT ORGANIZER: _____
 SCHEDULED EVENT START TIME: _____ FINISH TIME: _____

1. Identify the person(s) responsible for completing the checklist to be submitted to the Race Commissaire

2. Estimated number of event participants and spectators: Participants: _____ Spectators: _____

3. Event Flier and Information:

- a. Does the flier list: event contact information? race location?
- b. Does the flier list: entry fees? prize list? registration time?
- c. Will the route of the event be provided?

Yes	No	Official

- d. What is the estimated distance of the event? _____
- e. What is the estimated duration time of the event? _____

4. Is there Third Party Insurance for the event?

Yes	No	Official

Organizer Comments: _____
 Commissaire Comments: _____

5. Organizer's Support Staff:

- a. How many support staff will be/were present? _____

Organizer Comments: _____
 Commissaire Comments: _____

6. Medical Support:

- a. Will an ambulance or medical vehicle be on site?
- b. Will there be a First Aid Kit onsite?
- c. Will a Medical Practitioner (Doctor) be onsite?
- d. Is there a hospital close to the site or within the same city?

Yes	No	Official

Organizer Comments: _____
 Commissaire Comments: _____

7. Event Entry Fee and Participant Licensing:

- a. Who will be responsible to check annual licenses at registration?
- b. Who will be selling one-day licenses?
- c. Who will be selling annual road/track memberships?

Name(s)	Official

Organizer Comments: _____

Commissaire Comments: _____

8. Event Permits:

- a. Has written permission been granted to use the course?
- b. Have course residents been notified?
- c. Have the police been notified?
- d. Will automobiles be used in this event? If so, how many? _____
- e. Will motorcycles be used in this event? If so, how many? _____

Yes	No	Official

Organizer Comments: _____

Commissaire Comments: _____

9. Spectator and Race Control: Are these covered?

- a. Major intersections
- b. Intersecting roads
- c. Locations open to businesses causing heavy traffic
- d. Will police be present?

Yes	No	Official

Organizer Comments: _____

Commissaire Comments: _____

10. Course Closure (complete a, b, or c):

- a. Total Road/Course Closure
- b. Partial Road/Course Closure
- c. No Closure

Yes	No	Official

Organizer Comments: _____

Commissaire Comments: _____

11. Prizes and Award Presentation:

- a. Is there an identified prize list for the event?
- b. Is the prize list stated on the event flier?
- d. Is there a plan for distributing the awards?
- e. Will there be an awards ceremony?

Yes	No	Official

Organizer Comments: _____

Commissaire Comments: _____

12. Communications:

- a. Citizen Band (CB) Radios
- b. Telephones
- c. Cellular Phones
- d. Will support vehicles have necessary communication?

Yes	No	Official

Organizer Comments: _____

Commissaire Comments: _____

13. Signage:

- a. Signs at intersections?
- b. Signs directing participants to course location?
- c. Start/Finish Line identified?
- d. Feed zone identified?
- e. White flag/sign at 200m to go mark?
- f. Have hazards on course been clearly marked or identified?

Yes	No	Official

Organizer Comments: _____

Commissaire Comments: _____

Organizer's Signature & Date _____

Chief Commissaire's Signature & Date _____

JCF Official Signature _____ Date _____