

# Race Organizer Checklist

## Race Staff

The **Race Organizer** is the person responsible to USAC for the proper organization of the race meet.

- Gets permission to use the course.
- Notifies area residents.
- Obtains race permit
- Publishes race announcement
- Provides lap cards and bell
- Sets up course
- Provides facilities, food, and drinks for officials and volunteers
- Pays officials at least the required amount (see USAC rulebook, Schedule of Fees)
- Pay USAC surcharge
- Pay WCA surcharge

## Officials

The **Chief Referee** is the person responsible for the proper conduct of the race meet.  
The **Chief Judge** is the person responsible for the results of the race.

- Verify that these things have been done
- Provide paper, pens, stopwatches, whistles
- Approves course set-up
- Enforce USAC rules
- Determine results, penalties
- Submit post-event forms to USAC with surcharge payment
- Submit WCA surcharge to treasurer