



## EVENT ORGANIZER RESOURCES

# COURSE INSPECTION CHECKLIST

### PRE-EVENT PREPARATION

- ☐ Confirm event details, including date, location, and start times.
- ☐ Ensure that the required permits and permissions have been obtained.

### COURSE OVERVIEW

- ☐ Review the overall layout of the course, including start and finish areas, key turns, intersections, and any critical points.
- ☐ Evaluate the course length and number of laps for multi-lap events.
- ☐ Identify potential safety hazards on the course, such as road conditions, sharp turns, blind corners, and narrow sections.
- ☐ Check for areas with poor visibility, low traction, or potential debris.

### SIGNAGE AND MARKINGS

- ☐ Inspect the placement of signage, directional arrows, distance markers, and caution signs.
- ☐ Ensure that course markings are clear, visible, and consistent.

### OBSTACLES AND HAZARDS

- ☐ Examine any obstacles on the course, such as potholes, speed bumps, railroad crossings, or construction zones.
- ☐ Evaluate how obstacles are marked or mitigated to minimize risk to participants.
- ☐ Assess the quality of road and trail surfaces.
- ☐ Check for potential areas of water accumulation that could create hazards.

### TRAFFIC MANAGEMENT

- ☐ Review traffic control measures, including flaggers, course marshals, and police presence at intersections.
- ☐ Ensure that proper traffic control permits and arrangements are in place.

### MEDICAL

- ☐ Confirm the availability of medical personnel, first aid stations, and emergency vehicles along the course.
- ☐ Coordinate with medical personnel on communication procedures and emergency response plans.

### PARTICIPANT AND SPECTATOR FLOW

- ☐ Consider how participants will enter and exit the course, including staging areas and warm-up zones.
- ☐ Ensure that participant flow doesn't interfere with traffic or cause congestion.
- ☐ Provide designated crosswalks staffed with marshalls.



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### PUBLIC SAFETY AND ACCESS

- ☐ Verify that the course doesn't block access to emergency services, residential areas, businesses, or public transportation routes.
- ☐ Coordinate with local authorities to minimize disruptions and maintain public safety.
- ☐ Notify residents and community businesses in advance of your event with date, location and schedules.

### TECHNICAL FEATURES (IF APPLICABLE)

- ☐ Evaluate technical sections, descents, climbs, obstacles, and technical features specific to the event type (e.g., cyclocross barriers, mountain bike obstacles).

### ENVIRONMENTAL CONSIDERATIONS

- ☐ Consider weather conditions and their potential impact on the course (e.g., rain, wind, heat).
- ☐ Plan for weather-related changes and communicate them to participants.

### COMMUNICATION AND SIGNAGE WITH PARTICIPANTS

- ☐ Ensure that participants are aware of any changes to the course or conditions.
- ☐ Provide clear instructions on course rules, passing zones, and behavior around other participants.

### EMERGENCY ACTION PLAN

- ☐ Review the event's Emergency Action Plan and ensure that all stakeholders are familiar with their roles and responsibilities.



*EVENT MEDICAL PLAN  
AND CHECKLIST*

Remember that safety is paramount, and the course inspection checklist should be thorough and tailored to the specific event type. This general outline provides an idea of what to include, but for accurate and detailed course inspection guidelines, always consult with experienced event organizers and officials.