





<p><b>On The Day</b></p>	<p>As late as practical before the event, ideally immediately before it, arrange a final check of the course and complete the “On the Day Risk Assessment” and draw to rider’s attention by placing details next to signing on sheet Check precise starting point and starting stewards available.</p> <p>Confirm that the appropriate signage has been erected in accordance with Risk assessment requirements.</p> <p>Confirm that arrangements are in place to transfer times from timekeeper(s) to event headquarters.</p> <p>Check on arrival of all officials - especially those named on the Police Notification(s), Ttimekeepers, Start officials, Marshals, and Observers. Ensure they are all provided where required with HI Vis jackets.</p> <p>Ensure emergency contact details for all riders are available at the event Headquarters.</p> <p>Check the set of numbers (with pins) is available, sufficient for all riders. (Riders <b>must</b> sign <b>before</b> receiving numbers)</p> <p>Ensure that officials, marshals and observers have a contact telephone/mobile number in case of emergency.</p>	<p><input type="checkbox"/></p>
<p><b>At the finish</b></p>	<p>Check precise finishing point and position chequered flag.</p> <p>Check Officials named on Police Notification Form are there.</p> <p>Check that a recorder is present to assist the timekeeper</p> <p>Confirm arrangements in place to transfer times from the timekeeper to the event headquarters, preferably additional to the recorder.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

