Judges Checklists

Personal Equipment Checklist

Critical

- ❑ Clipboard
- ❑ Writing implements (several): pens, pencils (rain), highlighters
- ❑ Notepad or paper
- ❑ Voice recorder
- ❑ Stop watch
- ❑ Race flyer/bible
- ❑ Map/directions to the race
- ❑ Extra forms
- ❑ Record mileage

Important

- ❑ Whistle
- ❑ Food & water
- ❑ Appropriate clothing

Optional

- ❑ 2-way radios
- ❑ Laptop
- ❑ Printer
- ❑ Extension cord
- ❑ Folding chair

Setup Checklist

- ❑ Unload Truck (promoter)
- ❑ Position Truck (promoter)
- ❑ Unpack finish line signs, generator, tables, canopies, cords, and ladder
- ❑ Fill the generator with gas
- ❑ Install finish-line on the road
- ❑ Setup finish-line sign/banner
- ❑ Setup Lynx camera (if being used)
- ❑ Setup tables, chairs, computer, camera, printer, and power
- ❑ Test the camera. Check auto focus and frame rate settings
- ❑ Setup the lap board and bell
- ❑ Get start list and input on computer or Lynx software
- ❑ Make sure you have a working OBRA radio set to frequency 3-15.

Process Checklist

Pre-Race

- ❑ Determine where finish-line is
- ❑ Determine result format (how deep, etc)
- ❑ Determine where results will be posted
- ❑ Attend pre-race meeting

During Race

- ❑ Check rider number placement at start
- ❑ Monitor race radio to track field locations
- ❑ Test camera on a passing field to make sure you can see all the numbers
- ❑ Test printer
- ❑ Decrement completed laps from your lap counter (and paper notes)
- ❑ Document dropped and DNF riders
- ❑ Capture prime sprints, if any
- ❑ Turn on camera and hit record at least 2 minutes prior to the finish
- ❑ Activate voice recorder well before finish
- ❑ Score finish

Post-Race

- ❑ Build Order of Finish results
- ❑ Verify with recordings and other judges
- ❑ Collect notes from follow car referee
- ❑ Build Final Order (order of placing)
- ❑ Input results into the computer
- ❑ Print 4 copies of results for:
  1. Posting,
  2. Chief Referee,
  3. Chief Judge,
  4. Race Promoter
- ❑ Post results
- ❑ Help pack break down finish / pack up truck
- ❑ Turn in mileage to Chief Referee