

Day of Event Race Walk Course Set-up Checklist

Item	Task:	Who?	Time Before Start
1.	Course Check: Clocks set-up	Course Managers	1:45
2.	Course Marking: Start and walk up lines placed.	Course Managers	1:45
3.	Course Check: Competitors toilets signed in and in place	Course Managers	1:45
4.	Course Check: Course certifier checks cone placement	Course Certifier	1:45
5.	Course Check: Radios checked and distributed for Umpires, Water Station, Recorders	Meet Director	1:45
6.	Course Marking: Set cones on course and crack spots	Course Managers	1:45
7.	Course Marking: Set yellow caution tape at each end of turns	Course Managers	1:45
8.	Security: Close off streets to all vehicles by 1 Hr 30 Min before Start	Police	1:30
9.	Security: Marshalls placed at areas where access issues occur	Course Managers	1:30
10.	Carts: If required to move officials to placement on course	Course Managers	1:30
11.	Sponge: 1 Table placed at sponging station	Course Managers	1:30
12.	Water: Cups to Water tables	Course Managers	1:30
13.	Water: 3 Tables to Water Stations	Course Managers	1:30
14.	Water: Water Containers to the Water Stations	Course Managers	1:30
15.	Water: Trash recepticals to Water and Sponging Stations	Course Managers	1:30
16.	Athlete Refreshment: Tables (depending on numbers) to the Refreshment Station	Course Managers	1:30
17.	Chairs for judges at judging positions	Judges	1:00
18.	Lap Scoring: chairs placed for lap scorers	Course Managers	0:45
19.	Lap Scoring: Lap scorers verify numbers	Chief Lap Scorer	0:45
20.	Officials: Coffee arrangements for officials	Meet Director	0:45
21.	Officials: Extra heat sheets and course maps	Meet Director	0:45
22.	Recorders/DQ Board: 1 table to recorders station plus chairs	Course Managers	0:45
23.	Recorders/DQ Board: Place judges names on sheets in order of placement	Recorders	0:45
24.	Recorders/DQ Board: DQ Board has third set of race numbers for the field	Chief, DQ Board	0:30
25.	Recorders/DQ Board: Extra Offense symbols, Tally Sheets/Summary/ Red Cards, etc.	Chief, DQ Board	0:30
26.	Introduce Lap Counter to Athletes	Chief Lap Scorer	0:20
27.	Event Comments	Meet Director	0:05
28.	Comments by Chief Judge	Chief Judge	0:02
29.	Start Race	Starter	0:00