

## Regional Road & Circuit Race Event Flowchart

Suggested Timeframe	Regional Competition Administrator (RCA)	Race Organiser	Commissaires
8 Months / End of Season	Attends regional date fixing mtg Reviews previous season. Plans for following season.	Decides to promote an event. Contacts Regional Sport Developer to discuss ideas, intended date, event format and location. View the Course Risk Assessment.	
		Attends Organisers Workshop	
6 Months	Regional Calendar Coordination complete. Sends event calendar around Regional pool. of Commissaires.	Seek quotes for HQ & First Aid. Begin recruitment of volunteers / NEG / AMS. Create Event RA (Risk Assessment for HQ & the route to the race start).	Indicates availability by phone, email or spreadsheet
/ January		Send event application to RCA	
	Receives event registration via BC Dashboard. Event application is processed Police Notification Sent Approves event for region / HQ Sends Course Risk Assesment to Organiser	Book Event HQ. Book First Aid.	
4 Months		Recieve & check over Risk Assessment Sends over notice to Highways Contact	Receives event appointment from RCA.
-		Register bank account on EMS to enable online entry. Creates and registers event on EMS.	Confirms availability to RCA as quickly as possible.
	RCA informs Commissaire panel of appointment Commissaires confirm/acknowledge	Event entries open Monitor and manage entries. Publicise event via social media and club	
		channels. Confirm arrangements with any sponsors.	Review the course and Risk Assessment.
	Minimum of 8 weeks prior to event. 12 weeks recommend	ded due to impact on recruiting officials team, NEG, Accre	dited Marshals and Club Volunteers
6 Weeks to go	Submits event notification letter to the police	Request all equipment required from Regional Sport Developer, Finalise requirement with NEG & AMS Co-ordinator(s). Confirm First Aid & HQ booking.	
5 Weeks to go	Notifies Organiser of Commissaire Team.	Contacts Chief Commissaire to discuss event officials team, course and admin. Notify local residents, businesses and stables/liveries of the event	Contact organiser to discuss event officials team, course and admin.
			Contact the Commissaire Team.
<b>4</b> Weeks to go		Re-check the Race Route RA to course Create Event RA (HQ and route to race) Report any changes to either RA to the RCA Update Chief Commissaire on officials team,	
	Issue Risk Assesment &	Receive copy of race documents and permit	Receives copy of Event Permit
	Event Permit to organiser all commissaires including trainees.		and Risk Assessment from RCA.
2 Weeks to go	Event Permit to organiser	Entries close approx 21-14 days pre-event Produce draft race programme and send to Chief Comm to review. Once agreed send to riders and event team.	and Risk Assessment from RCA. Receives race programme from Organiser Further conversation with Organiser to discuss any new issues.
2 Weeks to go 1 Week to go	Event Permit to organiser	Produce draft race programme and send to Chief Comm to review.	Receives race programme from Organiser Further conversation with Organiser

