

Make sure you're prepared for your event well in advance with the following items:

1. Event insurance
2. Ambulance/EMT service
3. Equipment (timing system, PA, etc.)
4. Sufficient personnel to manage the event
5. Concessions and/or other vendors or exhibitors
6. Event grounds are properly prepared
7. Awards - trophies, plaques, etc.
8. Event forms
 - a. Liability waivers for everyone to sign at the gate
 - b. Liability waivers for competitors to sign at registration
 - c. Competitor entry forms for registration
 - d. Sanctioning body registration forms
 - e. Event report form (if applicable)
 - f. Injury report forms (if applicable)

Here's the basic process for the event:

1. Have all attendees sign the liability waivers at the gate where you take admission.
2. Have all competitors sign the waivers again at registration.
3. Have all competitors fill out entry forms (one sheet per rider).
4. Verify membership cards (or filled-out forms), if applicable, when accepting the entry form, and accept payment from the rider for the classes entered.
5. Enter your registered riders into whatever scoring system you are using.
6. Close signup at an appropriate time that will allow you to get everything ready for the start of the event.
7. Conduct a riders' meeting (typically at the base of your hill).
8. Begin competition, scoring riders appropriately in your scoring system.
9. After the event, submit whatever reports as may be necessary for any sanctioning bodies right away.