CHECKPOINT · ADVENTURE RACING

Race Director Race-Day Checklist

A timeline from permits to cleanup for adventure race directors

4+ WEEKS OUT

- [ ] Written permission and permits from every land manager; note any restrictions and out-of-bounds areas
- [ ] Course, checkpoints (CPs), transition areas (TAs), and cutoffs drafted and walked or scouted
- [ ] Rules, mandatory gear list, and race updates schedule published
- [ ] Emergency plan written: who calls 911, who decides to pause or stop the race, local responder contacts
- [ ] Insurance or sanctioning in place; if USARA-sanctioned, review its Safety-Aware Event Planning Playbook
- [ ] Volunteers recruited for every TA, plus sweepers and a safety lead

1–2 WEEKS OUT

- [ ] Race update sent: schedule, check-in times, rules reminders, what to expect
- [ ] Volunteer assignments and phone numbers shared; volunteer instructions written for each TA
- [ ] Load your course, TAs, checkpoints, rules of travel, and notes into your race tools
- [ ] Print backup check-in sheets for every TA
- [ ] Order or prepare CP flags, punches or e-punch gear, maps, and race numbers
- [ ] Weather watch started; plan for heat, cold, rain, and darkness

DAY BEFORE

- [ ] Pre-stage supplies at each TA: water, food, pens, sheets, first aid, signage
- [ ] Confirm CP placement and take a photo of each location
- [ ] Volunteer briefing held (or sent): roles, hours, what to log, who to call
- [ ] Phones charged; spare batteries and power banks packed; confirm signal at each TA
- [ ] Emergency contacts printed and at race HQ and every TA

RACE MORNING

- [ ] Race HQ staffed; every TA confirmed staffed and reporting before teams start
- [ ] Teams checked in; mandatory gear spot-checked
- [ ] Pre-race briefing: rules, cutoffs, emergency procedures, how to reach the race director
- [ ] Confirm the final cutoff times with every TA lead
- [ ] Start the race and note the actual start time

DURING THE RACE

- [ ] Watch TA check-ins and check-outs; compare each team's last check-out with the expected time for that leg
- [ ] Follow up on any team that is late against your defined overdue window
- [ ] Keep volunteers informed of changes in one place, not scattered texts and radio calls
- [ ] Log incidents, near misses, and withdrawals as they happen
- [ ] Keep the emergency plan within reach and rehearse the chain of command

AFTER THE RACE

- [ ] Confirm the last team has cleared the course before closing any TA
- [ ] Sweep the course and collect every CP, flag, and sign (see the sweep and cleanup checklist)

- [ ] Clean every TA: pack out all trash
- [ ] Collect timing gear, trackers, and borrowed equipment; charge any lost-equipment fees per your rules
- [ ] Thank volunteers; publish results; hold a short debrief
- [ ] If sanctioned, report notable incidents and near misses to your governing body

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