

31. Determine race venue layout and set-up plan:
 - Location of course(s)
 - Location of timing table/tent
 - Location registration table/tent
 - Crowd control barriers
 - Racers Only Area (Family, special guests, racers equipment, hospitality tent, etc.)
 - Parking
 - Off limits areas (Private property restrictions, timing table area, other spaces restricted)
 - Cone Marshall and Conehead locations
 - Traffic control volunteers
32. Secure computer and timing spread sheet software.
33. Set up spread sheet with registration information.
34. Order tee shirts (see sizes from registration) or other items for racers to be received no later than 2 week before event.
35. Develop waiver form (Acquire from Insurance provider and customize for your event.)
36. Determine and develop race day schedule:
 - Race day registration
 - Racers meeting
 - Course marshal, coneheads, and volunteers meeting
 - Practice time
 - Qualifying
 - Bracket racing by class (A, B, C, D, Women's, youth, other categories)
 - Awards Presentation and/or post race party.
37. Collect all information for Racer Information Pack to include:
 - Directions from hotel to race venue
 - Directions from race venue and hotel to Post Race Party
 - Parking information
 - Racer's number
 - Race format and rules
 - Racer's swag (Stickers, sponsor items, tee shirts, etc.)
 - Sponsor lists and contact information
 - Information about area events/activities available.
 - Map of the area
 - Contact phone numbers (hotel, pizza delivery, promoter, etc.)
 - Location and direction of nearest hospital

38. Put Racer Information Packet together no later than one week before even with racer's name and number on outside for ease in registration.
39. Develop "Race Day Check Off List":
 - Pens and Paper
 - Cones
 - Chalk
 - Timing System and back up
 - Duct Tape
 - Security Tape
 - Walkie Talkies
 - Registration list
 - Timing table and chairs
 - Sunscreen cover for computer
 - Timing tent
 - Start ramps
 - Waivers (for day of race registration)
 - Registration area/tent
 - Registration table/chairs
 - Back up batteries for all items requiring it (timing system, walkie talkies, etc.)
 - P.A. System
 - Other chairs/tables as needed
 - Hospitality items for racers (tent, tables, chairs, food, beverages, water, snacks, etc.)
 - Tool box
 - Important phone numbers list (Volunteer Coordinator, hotel, city contact, park and rec. dept., local police, local media, EMS, etc.)
 - Volunteer sign-up and assignment list
 - Hay bales (if needed or required)

Awards Presentation Preparation Items:

- Distribute awards/prize money (some problems with this at past events)
- Report results to World Ranking organization
- Clean-up: The hill should be as clean or cleaner than when you arrived. Except for a few chalk marks that will go away in a day or two.
- Post results to your favorite web sites.



So You Want To Hold A Skateboard Slalom Race?

A Checklist To Ensure Every Organizational Contingency For A Fun, Competitive, Safe And Memorable Slalom Skateboard Sporting Event

1. Secure permission for venue (city, dept. of transportation, parks and recreation dept., private property owners, etc.)
2. Determine race format(s) (SGS, GS, Hybrid, Tight, single lane, dual lane, elimination, jam format, etc)
3. Determine race classes (A, B, C, D groups, women, youth)
4. Determine date of event. (Review race calendar to determine optimum date).
5. Report date of event to ISSA through www.slalomskateboarder.com and www.slalomranking.com

Note: Races must be on calendar at least a month in advance to receive a "Basic" rating. Primes, Mains, and Majors must be reported months in advance and status secured through contact with ISSA. Go to www.slalomranking.com for info on race status determination and world region status allotment.

6. Determine liability insurance requirements.
7. Develop budget:
 - Entry fees
 - Cost of insurance
 - Prize distribution (cost of trophies, cash payouts, etc.)
 - Race numbers
 - Start ramp(s) material and construction
 - Other swag for the racers not provided by sponsors (tee shirts, stickers, etc.)
 - Race day supplies as needed (barrier tape, duct tape, cones, chalk, tent rentals, table/chair rentals, timing system, walkie talkies, extra batteries, P.A. system rental, etc.)
 - Post race party costs (food, beverage, space rental, transportation, etc.)
 - \$20 www.ncdsa.com Contest Calendar posting fee.
8. Secure insurance.
9. Order race numbers:
 - www.rainbowracing.com
 - www.runningcount.com
10. Secure vendor and order trophies/prizes.
11. Obtain Contest Calendar Access Code from Adam (webmaster) at www.ncdsa.com (\$20 cost)
12. Secure a PayPal account for entry fees. www.paypal.com
13. Secure discounted or preferred rates at hotels close to venue.
14. Determine number of entries desired or number of entries limits (dual lane brackets, venue limitations, etc).
15. Develop potential sponsor list. (Include both industry sponsors and local sponsors).
16. Send letter/email to potential sponsors requesting support to include:
 - Number of expected participants.
 - Race format, location, and dates
 - Request general sponsorship of swag, money, or other support.
 - Invitation to participate or attend as a guest.
 - Mailing address to send sponsored items.
 - Deadline for when it needs to arrive (Suggest at least 2 weeks prior to race date so that you have time to determine the distribution of the items/money/other.)
17. Post on Contest Calendars at ncdsa.com and/or silverfishlongboarding.com:
 - Date of race(s)
 - Format of race(s)
 - Entry fee cost and submission information (PayPal , address, other forms of payment)
 - Directions to venue(s)
 - Hotel information (s)
 - Prize distribution and or/payout.
 - Sponsors (To be updated as you add sponsors prior to the event).
 - Information about the area that would be helpful or informative (things to do while there, attractions, other events taking place at the same time, traffic issues, parking, etc.)
 - Rules (Safety equipment required, parking restrictions, alcohol restrictions, etc.)
 - Request Shirt size from each participant (if you are offering shirts to riders)
18. Post information on internet on the appropriate forums:
 - www.ncdsa.com
 - www.silverfishlongboarding.com
 - www.slalomskateboarder.com
 - www.downhillbillies.org
19. Secure Timing System and back up system.
20. Secure volunteer coordinator (Responsible for recruiting and managing volunteers on race day)
21. Develop volunteers needed list for the following:
 - Ramp builder/supplier
 - Registration
 - Timing
 - Course Marshal
 - Cone heads (suggested 1 person per 10 cones)
 - Setup team
 - Teardown team
 - Security
 - Traffic control
 - Awards Coordinator
 - Post Race Party Coordinator (To be responsible for recruiting needed volunteers, catering, beverage, location, etc.)
 - Master of Ceremonies/announcer
 - Runners (misc. needs such as racer hospitality, leaf blowing, course sweeping, and other roles as needed)
22. Volunteer Coordinator-Recruit and confirm volunteers for the above listed roles (Note: For race day volunteers create a list of these people and contact them the week before the event to confirm their commitment to help and how much time they can devote.)
23. Create volunteer schedule and assignment cards from the information confirmed in item #20.
24. Secure and/or build start ramps.
25. Confirm sponsor lists and update media postings accordingly.
26. Secure location for post race party. (Assign to Post Race Party Coordinator).
27. Contact media for pre- and post-race coverage:
 - www.silverfishlongboarding.com
 - Concrete Wave Magazine www.concrete-wavemagazine.com
 - Local newspapers and T.V. outlets.
 - Juice Magazine www.juicemagazine.com
 - Other media as appropriate.
28. Collect sponsor items (See Item #16).
29. Pre-determine prize/swag distribution prior to event:
 - A, B, C, D Class distribution (which items should go for 1st, 2nd, 3rd, and so forth)
 - Order of distribution (Format distribution in the most equitable manner possible. Note: At the Dixie Cup we began with 1st place in each group starting with A, then B, then C. Then moved on to 2nd place, A,B,C, then 3rd place, A,B,C, and so forth. This was done primarily to insure that each group had a fair chance at the better quality swag).
30. Collect entry fees from all participants. (Set a deadline for payment or payment arrangement prior to event so that you have working capital for expenses).

<http://www.Silverfishlongboarding.com>



<http://www.DOWNHILLBILLIES.ORG>