Revised guidelines
These guidelines serve as a recommendation for promoters to consider and implement in their events to improve safety and event operations. Please see both USA Cycling's event toolkit (linked below) and ABRA's event guide for further information and examples.

General recommendations:
1.) Promoters should be familiar with USA Cycling Policy VI on event conduct:
    https://usacycling.org/about-us/governance/policy-vi
2.) Promoters should review the resources provided by USA Cycling on hosting an event:
    https://usacycling.org/event-organizer/toolkit

Course Design and Safety:
3.) USA Cycling guidelines on course design includes many helpful considerations for the start/finish, intersections and more:
    https://usacycling.org/event-organizer/toolkit/operations/event-safety/course-design
4.) While participants are required to know the course, promoters are encouraged to provide signage/course marking in road races and TTs using either signs on the roadside or pavement tags (ensure these are removable post-event).
    a. See: https://usacycling.org/event-organizer/toolkit/operations/event-safety/course-design/race-course-markings
5.) Promoters should reach out to their permitting authority (county/city/state) on what kind of traffic control devices and personal are required for the event. This may range from police at major intersections to volunteers at small side streets. Police cars as lead vehicles can help increase the visibility of events and riders.
    a. See: https://usacycling.org/event-organizer/toolkit/operations/event-safety/course-design/road-closures
    b. Auxiliary police/volunteer police may be an option in some locations to help reduce costs.
6.) USA Cycling provides an excellent overview of medical plans and resources. Promoters are encouraged to develop and medical plan and share it with event staff.
    a. See: https://usacycling.org/event-organizer/toolkit/operations/event-safety/medical
7.) Promoters are encouraged to develop a crisis plan and provide a copy to all event staff.
    a. See: https://usacycling.org/event-organizer/toolkit/operations/event-safety/crisis-management
8.) Promoters are encouraged to provide first-aid and medical information (such as the location of nearby hospitals) on their event flyers/tech guides or event e-mails.

Officials:
9.) In general, 2-3 officials are needed for CX, TT, or a criterium. Track and road races depend on the complexity of the event and schedule. The ABRA Officials Coordinator will work with promoters on assigning a crew.
10.)   Promoters are encouraged to reach out to their assigned chief referee at least two weeks before the race date to overview the course and event set up. This overview should include (but is not limited to) a discussion on the schedule, start/finish line, parking, course markings, medical plans, crisis plans, etc.

Volunteers:

11.)   Promoters should review the USA Cycling Volunteer Waiver and have volunteers sign accordingly.

12.)   Promoters, or their designated volunteer coordinator, should review schedules, tasks, and equipment with volunteers prior to the event. Common volunteer tasks:
   a. Corner marshal: Volunteers should be visible to drivers (consider vests and flags) and knowledgeable of detours to avoid the course. Consider how corner marshals will communicate with the race director or other staff (cell phone, radio).
   b. Registration/packet pick up
   c. Parking attendant: direct participants to the parking area and watch the parking lot for suspicious activity. Note: the volunteer should **not** intervene in suspicious activity but radio/call for assistance.
   d. Water/aid stations: neutral water bottles in road race feed zones

13.)   Teams are highly encouraged to volunteer at events not organized by their team. Promoters should consider providing an incentive (such as a reduced entry fee) for riders bringing a volunteer or volunteering themselves

Post-event

14.)   Promoters are encouraged to survey participants post-events (either online or via a comment box) on:
   a. Event experience (registration, number pick up, parking, bathrooms, event schedule, podiums, etc.)
   b. Course experience (maps/info, course markings, safety concerns)
   c. Free response (suggestions for improvements or other comments)