

Race Director's Checklist		
	Date	Task
<input type="checkbox"/>		Coordinate with the town, private land owners, county, federal and state entities to ensure all permissions, permits and insurance requirements are met. <i>Note: some permits may take up to six months to receive.</i>
<input type="checkbox"/>		Promote the race. Consider using radio, television, local signage and social media. Consider soliciting sponsors for awards.
<input type="checkbox"/>		Create an emergency action plan for burros and racers. Ask for volunteers with equine trailers to transport burros in distress if need be. Coordinate with local law enforcement, emergency services, search and rescue, and if applicable, ham radio operators, Bureau of Land Management and National Forest Service.
<input type="checkbox"/>		Solicit volunteers for timing, aid stations, crowd control, trailer parking, trail marking, trail marking removal, clean up, etc.
<input type="checkbox"/>		Accurate, detailed maps with the race director's contact information. Include the map at on-line registration and a hard copy at check-in. Notify racers of any course changes.
<input type="checkbox"/>		Entry forms should include all pertinent information for race day, a release of liability and WPBA rules that outline how burros should be treated and how racers should conduct themselves.
<input type="checkbox"/>		Provide information about camping. The site should include adequate room to corral donkeys, a water supply, a dumpster or rules for trash (pack it in, pack it out), rules for manure disposal, restroom facilities and showers if possible. You may also want to inform racers of local camping and hotel accommodations.
<input type="checkbox"/>		Provide a map for trailer parking on race day. You may also consider offering a burro/racer taxi service if space is limited.
<input type="checkbox"/>		Ensure the course is clearly marked. Consider using signs along with other methods like marking tape. Pay close attention and clearly mark roads where racers might get confused at turns.
<input type="checkbox"/>		Provide durable race number bibs and specify which side of the burro to place the numbers so that it is easy to identify racers at the finish.
<input type="checkbox"/>		Hold a pre-race briefing. Include important race information, cut-off times, course changes, what to do in an emergency or if a burro becomes lame or will not progress.
<input type="checkbox"/>		Ensure placement and times are accurately captured. You may opt for electronic chip timing. If chip timing is not used, consider using a minimum of two volunteers to annotate bib numbers and times. One additional volunteer should observe any nose to nose finishes.
<input type="checkbox"/>		Provide a copy of all finishers and disqualifications to the WPBA.
<input type="checkbox"/>		Recommend vet checks before race day. If donkeys are coming from out of state they will need a health certificate from a veterinarian before traveling and a Coggins test within one year of traveling. Brand inspections may also be required. Burro owners should check local/state regulations.
<input type="checkbox"/>		If the race is held on state or federal land and the burros are corralled there, certified weed-free hay may be required.

