

# Hillclimb Setup Standard Operating Procedures

## 1. Site Preparation

### ***A. Pits***

1. police area
2. site porta-potty
3. set up registration table/tent
4. set up hospitality (coolers)
5. set up tech

### ***B. Road preparation***

1. Sweep/shovel

**Remove washed-in dirt, leaves, etc.**

**ditch water away**

**remove heavy brush in ditches**

**repair holes as needed/able**

2. Control access

**Post hiking trail access**

**Fence/gate access roads**

**Fence/ ribbon / post spectator access**

### ***C. Set up primary equipment***

1. Set up and unload trailer

**Sort and pre-stage corner equipment**

**Secure and load wire truck and sign truck/car**

## **Coolers/ canopy to registration**

2. Lay telephone wire

**Wire for Okemo/Burke lays out from top of reel, bottom of mountain to top.  
Lay wire before signs go up.**

3. Set up corner and checkpoint signs

4. Test telephone wire and phones

5. Secure course.

## **2. Checkpoint equipment, allocation by type**

### ***Radios***

Chief Steward

May be the Chair if not otherwise designated

Starter

Staging

Wrecker

May use own radio if frequency is confirmed

Ambulance / Rescue

May use own radio if frequency is confirmed

Observation post, if used

Like "Okemo 1A"

Checkpoints

As designated by Chief Steward

***Phones***

1 each at Checks, Start, Finish, Holding

Working spare at start, if possible

***Flags***

Red

**1 each at Checks, Finish, Holding**

Black

**1 at Check 1**

***Timer***

Set up at Finish

***Fire bottles (Dry chemical)***

1 each at Checks, Finish

***Water extinguishers***

1 each at Clean-up truck (or Wrecker), Start, Holding, Registration

***Brooms, Speedy-Dry buckets***

1 each at Checks, Start, Finish

Extras on Clean - up truck

***Trash buckets***

1 each at checks, Start, Finish, Holding

***Shovels***

Clean-up truck

***Shelters***

Varies with course, weather

***Pylons***

Mark start, finish, hazards in road

***Road closure signs, event sign***

To meet local requirements

Usually at staging

## **2A. Checkpoint equipment, allocation by location**

### ***Registration***

Radios - sign out location

Water extinguisher

Bug dope, if available

### ***Staging***

Road closure, event sign

### ***Start***

Phone

Broom, Speedy-Dry

Water extinguisher

Spare phone, if possible

Trash bucket

Pylons

### ***Checkpoints***

Phone

Red flag

Black flag at Check 1

Broom, Speedy-Dry

Fire bottle (dry chemical)

Trash bucket

***Finish***

Phone

Red Flag

Fire bottle

Broom, Speedy-Dry bucket

Trash bucket

Pylons

Timer

***Holding***

Phone

Water Extinguisher

Trash bucket

***Clean-up truck (or Wrecker)***

Brooms, bulk Speedy-dry

Shovels

Water extinguisher

**3. Site teardown**

***Pick up equipment***

Wire

Corner and checkpoint signs

Checkpoint equipment

Fencing, ribbon, pylons, access control signs

Registration stuff

***Store equipment in trailer***

Wire reel in first, in center, to front of trailer

Phones packed DRY, or must be dried before storage

Note repairs needed before next event

Check in all radios

***Police area completely,***

consolidate trash to provided area or pack out