**CHECKLIST FOR Parallel EVENTS**

**Officials and Personnel:**  
🗆 One Technical Delegate  
🗆 One Start Referee, not acting as the Starter  
🗆 One Starter who can project their voice well enough to be heard at start doors for both courses  
🗆 Two Assistant Starters to help line up competitors  
🗆 One Referee. *A non-voting Assistant Referee may be named for eyes on the hill (based on terrain).*🗆 One Finish Referee   
🗆 One or two people that can assist with posting the official updated brackets in the start area  
🗆 One or two people to help with calculations, verification and communication of bracket rounds from the finish to the start (separate channel or headset for communication)  
🗆 Gate Judges: double the number required for a single course. Gate Judges need to be watching either the red course or the blue course - not both. Colored flags or Gate Judge cards may be used.  
🗆 Hand Timing: one set for the red course and one set for the blue course, if using net time  
🗆 Course Crew: double the number of slippers; send the same number of slippers on each course, to keep surface of each course as similar as possible, and to repair/replace gates/panels (1 per 3 gates suggested)

**Timing**:   
🗆 If running a simultaneous-release start, horse gates or doors are required.   
🗆 If gates or doors are unavailable, two homologated start wands and 4 start posts are required  
🗆 A System and B System time bases are required  
🗆 4 pairs of wires to time (A and B on red course, A and B on blue course), one for communication to starter. (If using head set for bracket updates, another channel also needs to be available)  
🗆 Hand timing watches and personnel for net time, not differential. One set for red, one for blue

**Equipment**:  
🗆 Double the number of Slalom poles required to create paneled gates for both courses; spares must be available   
🗆 Start banner for red course and start banner for blue course  
🗆 Finish banner for blue course, finish banner for red course  
🗆 Capability to separate the finish arena between the two courses and direct the athlete towards the middle of their respective finish area. (e.g., brushes or course coloring agent)   
🗆 Brackets to accommodate the number of participating athletes (see 2020 ACR), plus capability to post and update official brackets at the start  
🗆 Space to post results of elimination rounds at the finish; official bracket board to remain at the start

**Other considerations**:   
🗆 Allow for a pre-planning meeting attended by all officials and event staff

🗆 Number of athletes participating and type of Parallel being run: bracket, team event, non-elimination  
🗆 Venue, lift turn and staging area space at the start; allow time for start practice, if required  
🗆 Communications from finish to start to relay updated bracket information (phone, radio, wired headset)  
  
If running a Parallel event for the first time, contact another Organizing Committee within your Division or Region to help answer any questions or concerns prior to the event. Sufficient pre-planning will allow for a smooth Parallel event for the athletes, spectators, officials, coaches and the Organizing Committee.