

Race Checklist 2008

by Jerry & Zella Swartsley

Watch and volunteer to work a race or two prior to becoming a race director.

- A. Select a date preferably not back to back weekends with another event
- B. Select a course with the following considerations:
 - 1. Parking
 - 2. Restrooms (One per 75 participants)
 - 3. Facilities depending on weather (heat or cold)
 - 4. Avoid or minimize high traffic areas, intersections, railroads
- C. Insurance - Be sure the club has covered you & your event.
 - 1. Insurance riders may be needed for schools, municipalities, (Parks & Recreation, City Administrator), County, State.
- D. Permits - Cities, Police Department, Sherriff
- E. Measure Course - Must be done by a calibrated method - Bicycle computer or Clains-Jones calibration
- F. Entry form -
 - 1. Logos - Southern Oregon Runners & RRCA - Pronto Print has
 - 2. Name of Event
 - 3. Date of Event - Avoid conflicts/Avoid back to back events
 - 4. Time of Start(s) - Course closure: time. Avoid heat. Avoid cold-icy course
 - 5. Distance of Event(s) & Description (Flat, Hilly, Out & Back, Loop)
 - 6. Where start is
 - 7. Facilities available: Restrooms, showers, Come ready to run
 - 8. Map of course
 - 9. Costs - With/without shirt, Late Entry Fee
 - 10. Deadline for entry - Deadline for shirts
 - 11. Awards: Divisions, Drawings, Will not be mailed
 - 12. Where to Mail forms - Address
 - 13. Description of shirts: Short Sleeve or Long Sleeve
 - 14. Entry fees are not refundable
 - 15. Contact Person - phone number - e-mail
 - 16. Waiver - Follow RRCA guidelines - Use a previous SOR event
- G. Tear off section of entry form - Use Pioneer Run as a good example
 - 1. Include the following: Name, Address, City, State, Zip, Phone #, Age, Shirt Size, Sex, Which event are you running, Deadline, Waiver, Mail to:
- H. Shirts
 - 1. Short sleeve or long sleeve
 - 2. Design logo
 - 3. Color of shirt
 - 4. 50/50,100% or Dry-fit
- I. Distribute Entry Forms: Newsletter - Sports Stores – Newspaper
- J. Refreshments - Choose what you want
Water, Juice, Cider, Bananas, Oranges, Muffins, etc. - Cups Caution: Do not cut oranges or bananas - Health Standards
- K. Bib Numbers
 - 1. Generic or Name of Race printed on them
 - 2. Use different colored background numbers (floodcoat) for different race distances
 - 3. Numbers should have a tear-off tag
 - 4. Safety Pins - 4 per number - can get away with 2 on a short event

- L. Equipment Needed
1. Finish line - Chronomix
 2. Finish line display clock
 3. Finish boards - taped with clear plastic
 4. Tables to register & put finish boards on
 5. PA speaker
 6. Table for Chronomix
 7. Colored or white spray chalk for marking course
 8. Pens (3-4) for marking times on tags
 9. Age-group award sheets
 10. Tape - always needed for something
- M. Mark Course - Turns - Start - Finish
1. Safety signs
 2. Mile Marks
 3. Turn-around signs
- N. Aide Station
1. Table - Cups - Garbage Box/Can
- O. People for course - Turns, Aide Station, Turn-arounds
- Have cell phones to communicate to finish for emergency**
- P. People needed for Race of 150 (Example)
- 2 - late registration - Registers late participants
 - 2 - pre-registration - Pass out pre-registered numbers/shirts to participants
 - 2 - tag pullers - Remove tags from runners and put on board in order. Do not stack tags
 - 2 - results - Use results sheets to formulate award winners
 - 1-2 finish line timer(s) - Times every finisher
- * - *number will vary for those on course at turn-arounds, corners, intersections*
- Q. Registration Procedures
1. Extra entry forms, safety pins, & pens, Roll of tape available
 2. Color of number corresponds to race
 3. Race number tag is completed: Name - Age - City
 4. Use stickers or other means to identifying sex & age-group 3=30 4=40
 5. Collect entry fees - Secure money prior to race; **do not leave out**
- R. Start of Race - Keep instructions short-Runners are excited and want to get going, not listen to a bunch of chatter - Be sure timer is ready
- S. Have someone on the course notify finish line of last person
- T. Registration Procedures
1. Extra entry forms, safety pins, & pens available
 2. Correct colored race number is completed a. Name - Age - City
 3. Use sticker or other means of identifying age-group
 4. Collect \$ - Be sure it corresponds to entry fee
- U. Awards - Keep ceremony short - People have other things to do
- a. Age divisions: 5 year, 10 year, 3 deep, 5 deep, etc.
 - b. Ribbons, placques, trophies
 - c. Drawings — Method you are going to use to give these out
 - d. Remind folks to pick-up after themselves (cups, banana peels, etc.)
- V. Results after race
1. Do results for Newspaper, Website, Newsletter
- Include overall: Name, City, Time, Age
- W. Pick up trash, signs, everything else - Sweep course
- X. Important:** Line of communication in case of emergency - Who makes the decision - Communication via finish line and those on course -Check to see if cell phones work in the area where the race is located. Be sure to have all entry forms (including pre-registered participants) in case of an emergency — phone numbers available.

Have Fun - You Just Made Someone's Day