



# OCALA RUNNERS CLUB

ORC

## 5K Race Director's Handbook

## **INCOME:**

### **SPONSORS, SPONSORS, SPONSORS –**

Most important for a Benefit Race - you must find enough sponsors to over-fund race cost in order to be profitable ( i.e.: for a 102 runner race Sponsor dollar must be at least \$1500 to \$2000.). The higher the better (you need a good fund-raising person).

### **RACE REGISTRATIONS:**

Usually most pre-paid registrations net about \$12 and race day cost to the runner is about \$15 registration fee. Race Registrations have been inching up in the last few years. However, most race directors are hesitant about increasing cost so that they do not lose runners. Many times the registrations will just about cover the cost of the race – with a race of about 140 to 150 runner –breakeven, - less runners, then you begin to lose, and with more runners, then your margin goes up. You could increase your registrations by having a 5K run and a separate shorter walk course for walkers. The walk could be on the 5K course. If you are in an area where you do not have to use public roadways. Most runners don't care for walkers or have little use for a "Walk/Run" type of race so that could cost you a few runners.

## **ADVERTISING:**

### **RACE FLYERS:** with registration forms.

Can be made up on just about any computer (see example). Copies on colored paper can be reproduced at Staples for a few pennies a page or if someone has a copy machine you can just buy some pastel paper and reproduce them.

They should be distributed at shoe stores that sell running shoes and sports shops (i.e. Ocala Sports – Churchill Square). All of the local gyms are happy to put out flyers for their members to see and flyers can be distributed at races leading up to your race – 3 to 6 weeks before. Track coaches (cross country) may be interested if their season is not ongoing.

### **MAIL OUTS:**

The Ocala Runners Club and Citrus Road Runners Club have about a 1000 runner list of active runners for mail out purposes. "Stan" at CMI (a mail out company) can reproduce, fold, staple, label and mail a one page race flyer for about 24 cents a copy (estimate) and about 32 cents for a two page flyer. The advantage of a two page flyer is you can get 1 or 2 other races to go in with you on the Mail Out to cut cost by 40% to 60 %. You must contact and coordinate the mail out with 1 or 2 other race directors. It is best to mail out flyers 2 weeks to 6-8 weeks ahead with 3 to 4 weeks being about best (before the race).

If you have some type of corporate sponsor then they may do the mail out but you have to get labels made from the runners club lists.

### **MAGAZINE AD:**

Florida Running Magazine is a Central Florida magazine that directly targets runners. I believe it is a good value if used at least 2 months before your race. Usual cost for ¼ page is about \$180 and a ½ page is about \$350 (estimate). You need to have your ad ready and a verbal description of the race and information ready about 3 months before the race.

### **NEWSPAPER:**

You can try Ocala Star Banner Calendar of Events or OcalaMom.com. If you could get them interested in the race as a public interest item, either due to the MADD connection or something else unique, then try to get coverage – otherwise it is like pulling hens teeth.

### RADIO:

No real experience here – but if you can get a station to sign on as an in-kind sponsor then often they will provide on air spots and maybe do a remote broadcast.

### **EXPENSES:**

#### T-SHIRTS:

T – Shirt design is important to runners – unique and colorful shirts are liked and will sometimes guarantee a return next year.

**BIG COST ITEM.** T Shirts will usually cost about \$5.50 to \$6.00 each depending on who makes them and the complexity of design and number of colors, front & back, sleeve prints, color of t shirts itself. Also you need to order a few more than the anticipated number of runners. If you order a small number of shirts and think you may run out, make sure you include in your advertising that fact that T-shirts are only guaranteed to the first 100 runners or to pre-registered runners, something like that. Cost will usually be about \$800 to \$1000.

An attractive, well-designed T-shirt can complement the race itself. Yet, there are many factors that will determine how this is done --- including your budget. Has a sponsor agreed to buy the shirts?

A 100 percentage cotton shirt will cost more than a "50-50" (50% cotton and 50% polyester), and a long-sleeved shirt is higher-priced than a short-sleeved. The complexity of the design and number of colors can affect the cost. Are sponsors' logos being printed? Some silk screening companies may have access through manufacturers to get seconds (not real desirable) or certain colors that may have been overproduced, at a lesser cost than what the normal might be.

Knowing how many shirts and number of each size to order can always give concern. (Don't forget to include shirts for volunteers.) Established races can use past years' experience in estimating the quantity for upcoming races. What about new races? Cautious or optimistic ordering based on the projected number of entrants can leave the race with too few shirts or too many--or with many mediums left and large or extra large sizes exhausted. If too few shirts, more might have to be ordered and somehow delivered to the entrants; if there are too many, one can try to sell them at a reduced cost. One suggestion, note on the entry form that commemorative shirts will be available for the first, say 200, runners. A re-order may then be made after the fact, if necessary.

There are many local T-shirt businesses listed in the yellow pages of the telephone directory. Find the one which best suits your needs and budget. Getting quotations is a good idea. You can also ask seasoned race directors which companies they have used.

Give yourself plenty of time from start to finish on this project. It could take months from the time you design the shirt, choose a company that meets your needs, and get the order in time for your race.

### AWARDS:

**Next Biggest Cost.** (unless you give cheap meaningless awards or ribbons) Nice awards help bring in runners. Many races have a tradition of giving awards that are unique. Many times they express the type of race and its location. Determine if this is what you wish to do. Is the cost going to be within your budget?

Medals, ribbons, or trophies are generally the items given. Key rings, pens, plaques could be the choice. Again, your budget could determine this. Check the yellow pages for companies that can serve you. Ask race directors for recommendations. If the awards are for an established race, check with the previous

directors and race history.

Who gets an award? Some races have special awards for the top male and female finishers. Most races have age-group awards. It is important to know just how the age groups are set up and how "deep" they go. Generally, there are first, second, and third places in each group.

Unless you are a runner that has run races, the awards may seem confusing. There are two classes of runners age wise Open 0-39 & Masters 40 and over. Usually 1<sup>st</sup> place awards go to 1<sup>st</sup> in the Open Class, one for male and one for female and usually an open class runner wins the race. 1<sup>st</sup> place in Masters Class – 1<sup>st</sup> male and 1<sup>st</sup> female.

Age Group Awards – Most races give 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> place awards in each of the following age groups, both 5K Age group divisions

Since the awards categories are included in the race flyer, be sure they are correct and finalized before the flyer goes to the printer. The person doing the results also depends on their correctness when entering the information into the computer program for a specific race.

Five year increments: 0-14, 15-19, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69, 70-74, 75+

Ten year increments: 0-14, 15-19, 20-29, 30-39, 40-49, 50-59, 60-69, 70+

We like to give the opportunity to win to as many participants as possible. Therefore, we like to see that the overall winners, normally male and female, or top 3 males and females, not be included in age group awards. No duplicate awards. Some bigger races expand age groups down to under 10 at the bottom end and up to 70 & over at the top end. Some smaller races start out using 10 year age groupings 15 – 24, 25 – 34, 35 – 44, etc. That really reduces your cost of awards.

Cost for awards usually run from \$2.50 per award to to \$6 to \$8 per award. Again uniqueness counts. Runners like nice awards.

Awards information plus age groups need to be in your ad plus on your flyers!!! One of the biggest bitches of runners.

#### POLICE COST:

BIG TICKET ITEM - Rent-a cops usually cost \$75 for about 3 hours. The police department will not just provide you police protection if the race is on the public roads. Normally you need them to cover busy intersections. The best thing is to find a course that is not open to the public like The Florida Horse Park... (hint-Hint)

#### FOOD COST:

Usually you can find a grocery store to donate enough food for runners post race. (Publix, Winn Dixie, Wal-mart). You need bananas, bagels, some cookies, sliced oranges and Powerade or Gatorade plus cold water.

Usually for a small race you need:

1 case bananas

1 case oranges

3-4 dozen bagels

8 boxes of store brand cookies  
6 cans of Gator or Powerade mix

## LOGISTICS:

### RACE ENTRY FORMS

Studying race flyers of different races can give you a good idea of attractive and complete ones. Some forms are complete, but simple; others may have so much writing that tiny print makes them difficult to read. Basic principle: Keep It Simple Stupid.

Key information should be easy to read and placed to catch the eye of the reader. Have you ever searched a race flyer just to find the date? Basic information includes the following:

1. Name of race
2. Location (Include city and state. Good idea to have road map in relation to highway for out-of-towners)
3. Date and time
4. Distance
5. Course description and map/water stop, splits, medical
6. Pre-registration location, dates, and mailing address Race day registration and packet pick up
7. Entry fee (pre-registration and race day) & check payable
8. Sponsor information
9. Exclusions\*
10. Age group awards
11. T-shirt type
12. Time of awards ceremony

#### *Runner Information*

13. Name (Preferably first and last printed in block capitals)
14. Address (street, city, state, zip, and telephone number) (Please refrain from using printed boxes for each individual letter and numeral in 13 and 14.)
15. Age on race day
16. Sex
17. T-shirt size (small, medium, large, X-large)
18. Check payable to
19. Waiver
20. Boxed location for "bib number."

\*For insurance purposes, the following statement should appear on the entry form in easy-to-see print:  
*"Because of insurance and safety requirements, the following are not allowed in the race: animals, bicycles, skateboards, baby strollers or baby joggers, roller skates or roller blades, radio headsets or other portable sound systems."*

### COURSE CONSIDERATIONS

There are several key factors to consider when determining the design of a race course:

The Start: Is this for a large race or a small race? This factor will help you make decisions on the course start. Is the street, path, or road wide enough to accommodate the projected number of runners to ensure a good start? Avoid sharp turns near the start of the course. The greater number of runners, the more this grows in importance. Is there a sufficient bordering area to set up registration tables, porta-johns, and materials for any other activities which are necessary--including access to electricity? To simplify the parking, the placing of portable toilets, and equipment for other activities, try to have the starting line in the same general area as the finish line.

The Finish Line: Is there enough room for the number of chutes and their length? Do the runners have a long enough straightaway to enter the chutes? Are toilets located nearby or room for porta-johns? Is there plenty of room for parking? If needed, is there access to electrical outlets? Is there adequate room for all race-related activities?

Checking out the course: When studying the area for a course, maps--both regular and topographic--can give you good ideas about the route, distance, and altitude.

A car or bicycle can get you started. Although an automobile cannot be used to determine the final measurement of a course, it can be used to get a feeling of the approximate distance and design. Riding a bicycle with an uncalibrated Jones Counter can also serve this purpose; however, a qualified person will need to do it. One can then observe many things about the course: hills, intersections, problem areas, places to put aid stations and course marshals. It is advisable for you and other experienced runners to run it and get another perspective. Unless otherwise stipulated, start measuring from the finish line to the start. If the course is on trails or paths, the approximate distance possibly can be checked on a bicycle equipped with a Jones Counter. If not, try the architect's wheel. Remember that you and other experienced runners should try it.

Once the tentative course has been determined, it must be measured. Since the finish line is the main area for the end-of-the-race activities, the course is usually measured from it to the race start. But it can be measured from the start line... this accommodating a specific start area, rather than a specific finish area.

### MEASURING, MONITORING AND MARKING A COURSE

1. Jones Counter.

On streets and good paths, the measuring device to be used is a Jones Counter mounted on a bicycle's wheel hub. This is a complicated and skilled procedure. If you do not possess this knowledge, contact the club members who are qualified. This is also the method to have a course USA Track & Field certified.

2. Measuring Wheel.

In some cases, if it is not feasible to use a Jones Counter (some paths or trails are prohibitive, or it might be the race director's preference), an alternative is the measuring wheel. This has a counter that measures the distance in feet. While this is an acceptable way to measure a course, it does not have the accuracy of the Jones Counter method, and the course cannot be certified. Experience has indicated that using 5,300 feet as shown on the wheel's counter to indicate a mile will give a better measurement of the course.

3. Materials needed.

The measuring wheel, orange traffic vests, orange or yellow spray paint, a hammer, short, wide nails with washers, pencil and recording notebook (the paint, hammer, and nails are helpful if the course is on asphalt streets). Never spray paint vegetation, rocks, and other wonders of nature--or private or public property without permission. Paint is generally used on an asphalt street or concrete curbing.

4. Monitoring the Course.

The course--whether established or new---should be monitored as needed in the weeks preceding the race and even on race day. Construction can take place in such a period, and you may find part of the course blocked by construction, torn up by bulldozers, or washed out by uncooperative weather. Keep in close touch with the city's or organizer's representative if construction is taking place. Will it be ready on race day? The race director will need an alternate plan for a course (and approval by the proper authorities), just in case.

5. Marking the Course.

How do you intend to mark the course? Are you marking it yourself? A seasoned course director can do it or can consult with you on the best way to do it. Is the course on asphalt? On dirt? Is it

possible that a rainstorm will hit? Wind? Factors such as these influence what method will be used to mark the course: pylons with directional arrows, signs, colored tape arrows, or flour (or a combination). Our club's tendency is to get away from flour, although it can still be used, based on the type of course or expediency.

### THE FINISH LINE

The finish line is designed to fit the needs of a specific race. Many factors are involved, including the distance of the race, the amount of space available, the number of runners, the number of volunteers, and how results are being done. The race director can get detailed information on complex finish lines for large races in the manuals listed in the appendix.

Generally, the race director has a race committee person assigned as the finish line director. This person can design, set up, and supervise the finish line, leaving the race director to concentrate on other aspects of the race; however, the race director should have a good idea on the workings of the finish line. (The race director can get experience in this area by working other finish lines previous to his/her race.)

There are many materials that we use in a race. Not all of the items listed in parts II and I will necessarily be used in a specific race.

### **BASIC FINISH LINE MATERIALS**

1. Time and Place
  - a. Set up digital timer
  - b. Manual select timer materials: (1) select timer recording sheets, (2) pens/pencils, (3) stopwatches, and (4) a clipboard.
  - c. Overhead digital clock (Race Clock) crossbrace/tripod
  - d. Numbered spikes (devices to keep runners' pulltags in order)
  - e. Computer results system
  - f. Whistle (for chute breaks, if multiple chutes)
2. Chute design materials
  - a. Pylons for runner approach and traffic control
  - b. Plastic fencing or caution tape for spectator and runner control (if necessary)
  - c. Stanchions (orange cinderblock bases and plastic posts), also yellow steel plate
  - d. Ropes for chute lines (strung through plastic posts)
  - e. Tables for timers and results
  - f. Chairs for timers and results
  - g. Plastic one-gallon bags for holding full pulltag spikes (optional)
  - h. Plastic pail/container for completed pulltag spikes
  - i. Vests (orange official)
  - j. Half-Mile Hailer (bullhorn)
  - k. Breaker pennants if multiple chutes
  - l. "Big Boards" and two-sided tape in case runners' pulltags are to be taped
  - m. Results box
  - n. Duct tape and/or colored tape
3. Protective plastic containers for sheltering timing equipment in bad weather
  - a. Broom
  - b. Scissors
  - c. Plastic fencing fasteners
  - d. Pliers and wire
  - e. Tent canopy
  - f. Cat litter

### RESULTS

Based on the requirements of a particular race, information concerning the outcome can include the following: overall winners (male and female), age group placement by sex, chronological order of all finishers, and chronological order of finish by sex.

Since the results and the finish line teams work together (some consider it one team), a close working relationship is imperative. The accuracy of the final results depends on the accuracy of the information provided by the finish line team. The type of race and the race director's discretion determine how the results are done.

### *TIMING CHIPS*

Typically suggested for race with over 500 runners. You can rent this system from a couple people in Florida. They usually come with their own set up team and can cost \$1,500 or more, but are a great way to not have to worry about the results. The race organizer will need to be prepared to charge racers for not returning chips and have finish line volunteers available to remove the chips before runners leave finish line chute.

### *COMPUTERIZED RESULTS*

This computerized results system is used with small races --- generally, no more than four hundred entrants or a number determined by the results director. Prior to the race, runner data is entered into the program; the minimum is the name, age, sex and bib number of each entrant. In addition, the computer is programmed for the awards categories. After the storage of this information is completed, it is ready for the race.

During the race, the results crew is positioned near the end of the finish line. As each runner crosses the finish line, the results spotter tells the computer operator the bib number of each runner in order of finish. The operator inputs the number into the program. Instead of the spotter, the entrants' order of finish can also be obtained from the spikes containing the bib pulltags. Taking spike #1 and reading the pulltag numbers in the sequential position that they are on the spike does this. Spike # 2 --- and the other spikes -- - are then used in the same fashion. When inputting into the computer, care must be taken to avoid keystroke error.

When the race is completed and all bib numbers have been entered, a double check of the count of runners on the chronomix and the number of bibs in the computer is analyzed. Same number of entries is success. The chronomix operators bring the chronomix to the results table and in a prescribed sequence helps with the downloading of the computerized times into the database of runners. The results are then calculated, sorted and printed. Errors do occur, but over time, various remedies have been arrived at to solve them. The results crew is most experienced in this area.

### *NUMBERED STICKS*

While the numbered sticks method is seldom used, some smaller, low-key races find it preferable. Nielson Challenge is our case in study. The procedure described is but one of several variations using sticks.

#### **MATERIALS NEEDED:**

- 1 numbered tongue depressor sticks in numerical order--usually rubber banded in groups of twenty-five,
- 2 clipboard, table, or other firm object to write on,
- 3 writing instruments,
- 4 sheets of paper designed for listing runners in order of finish and also for age groups by sex.

As each runner crosses the finish line, the runner stays in order and as runner exits chute, the runner is handed the stick that corresponds with order of finish. The runner is instructed to give the stick to the



results crew. Runner's name, age, and sex are recorded according to finishing order, then age-group place determined on separate sheet. If an unregistered runner (turkey) exits the chute, do not give him a numbered stick; instead, stick it in your pocket or give it to another volunteer and see that the results team knows that its (the stick's) corresponding time needs to be negated.

### *"BIG SANDWICH BOARDS"*

Since the development of the computerized results, this method has seldom been employed; however, it could still be used in the absence of the computer program.

For this method, the following are needed: (1) the 30" by 40" "big sandwich boards" with sequentially numbered spaces, 1-100, for runners' pulltags, (2) two-sided carpet tape, (3) colored circular dots---stickers, (4) results sheet, including age-group places, and (5) ballpoint pens.

Since each sandwich board has room for one hundred pulltags, know how many boards will be needed. If more than one board is being used, be sure to number each board. The boards are prepared in advance by applying a length of carpet tape down the middle of each column of pulltag spaces. At the appropriate time into the race, the outer covering of the tape is removed and presents a double-sided tape application. In addition, the colored dots---different colors for male and female --- are prepared showing age group and place.

The results crew is generally positioned near the exit and side of the finish chute. After crossing the finish line and walking through the chute, each runner hands his/her pulltag to the tag collector. The tag is given to a results person who attaches it to the board in the order of finish. (If this is a fairly large race, pulltags will be placed on numbered spikes; the completed spikes are then given to the results crew.) Another member of the results team notes the order of finish of the runners. Using the colored circular stickers, or dots, the results person affixes the proper dot to the pulltag of the runner (for example: first place male in 20-24 age group would have that dot affixed to his pulltag). The overall male and female winners and age-group places are entered on the results sheets. The completed sheet will be used for the awards and for publication.

## TO DO LIST!

### RACE ORGANIZATION

PRE RACE - SECURE SPONOR \$\$\$\$\$\$

#### ADVERTISING:

Flyers – Design, duplication & Distribution  
Local Runner's Club  
Advertising  
Mail outs  
Radio, Paper etc

T Shirts: Design & Color – Order desired number in dozens by sizes S, M, L, XL, XXL

AWARDS: Design and produce.

Usually about 3 deep in 13 age groups – male / female 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>  
Plus 1<sup>st</sup> place awards for Open/Master Male / female

#### RACE COURSE:

Layout and measurement

Logistics – Marking, Police, Volunteers, mile marking, water stop table

START & FINISH line should be close to each other. A loop course is best but and out and back is OK.

#### REGISTRATION:

Someone has to be responsible for checking the mail and keeping up with incoming registrations – the signed forms and the money.

A record has to be kept of pre-registered names so that on Race Day, when the pre-registered runner shows up, volunteers doing registration work can give them their race number and T-Shirt. Normally if you get 50 pre-registered runners then on Race Day usually 50 to 70 more show up to do Race Day Registration.

#### RACE #'s:

Race #'s for the runners can be ordered through various companies and for a price can be printed in choice of color and name of race on the #. *Should be done at least 2 months out from race day.* You can also order a 1000 numbers (1 through 1000) so you may not have to order more numbers each year. 1000 would last about 6- 8 years if you plan on keeping the event. Or order 500. Numbers are cheaper the more you order.

NOTE: the same applies to awards, if you can order 2 years worth, you can cut down on the cost for the 2<sup>nd</sup> year.

#### FOOD:

Someone needs to be responsible for obtaining the food – arrangements should be made at least 2 months in advance and it should be picked up the day before the race so it can be brought to the race site early the morning of the race.

#### FLUIDS:

5 coolers – 2 Power/ Gatorade and 3 water at FINISH line.

Runners need lots of fluids – Water & Power/Gatorade. For small races someone will need to get at least

5 or 6 of the igloo style 5 gallon containers with spouts, the one with water should be placed at the water table on the race course at about the halfway mark. Need 1 bag of ice per cooler.

WATER STOP: 1 table, 150 cups, 1 (5 gallon) cooler, ice, music

There should be a water table at about the halfway part of the course with about 3 volunteers. They should prefill "9 oz paper cups" about 2/3 full then be ready to hand them to runners as they pass.

### RACE DAY

STARTS EARLY !!!!!

Start setting up at least 2 hours before race time – most races start in the morning - 7 to 8 am. A few start in the afternoon.

EQUIPMENT NEEDED FOR RACE DAY: Should be set up and ready to go 60 – 90 minutes before race.

Tables (5) and a couple of chairs (registration, food, water)

Tents if available to keep dew off paperwork

P.A. system

Megaphone if available

Pens, pencils

Hundreds of safety pins for race numbers

Blank registrations

5 igloo coolers

T shirts

Awards

FINISH line Chronomix (clock) with display unit

Traffic cones – for finish line and race course

Mile markers 1, 2, 3 for course

Several dozen arrows – for course

Trash cans

Paper cups – 200 to 300 at FINISH, 150 for Water stop

1 Table and 1 (5 gallon) cooler & 150 cups at Water stop.

### VOLUNTEERS

The key to a successful race is the work of the volunteers. Repeat volunteers are extremely helpful. Other volunteers are just "getting their feet wet." Nothing warms the heart of a race director more than new persons asking to help or saying "yes" when you phone them. Keep a list of names, phone numbers of all, and keep adding to it. Share the names with other club race directors and the race coordinator.

When you are planning the race, know where volunteers will be needed and how many. Based on the total number of required volunteers, it could be advantageous to have a certain number of extras, for on race day, you could have "no shows," especially if the weather is bad. After you have all the volunteers needed, people might still phone you and ask to volunteer. Do not turn them down. They could be a godsend on race day.

It is important to know who is calling the potential volunteers. Are you doing it? The race coordinator? Is the finish line director calling for that area? Coordinate and communicate.

Before making your calls, prepare the message in advance, in order that you do not leave out important details. Your message should include the name and distance of the race, the time and date of the race, its location, when and where the volunteers should check in, and the type of job (finish line, results, water station, course marshal, split timer) you're asking the volunteer to do. In most races, volunteers check in

one hour before race time. This allows for training the volunteers and seeing if any volunteers did not show. (On race day, if there are too many "no shows," you might have to ask spectators to volunteer.) In some cases, a volunteer will need directions on how to reach the race site. Be prepared for this. It could include sending the volunteer a map.

Keep track of your calls. Making notes of the results of each call will help you in making return calls. Not all volunteers are the result of your calls. Some will call you. Some might volunteer for future races while at a present race. Be sure you write their names and phone numbers down and the races they wish to work.

On race day, have a check-in sheet to know which volunteers were there and how many hours they worked--including credit for reasonable travel time (some races require considerable travel). Get the volunteers' hours to the volunteer coordinator.

You need volunteers for:

1. Set up tents, tables, chairs
2. Set up race course morning of race
3. At most turns & intersections along the course (depending upon type of course this number will vary.
4. Pre-race registration
5. Race day registration
6. Food set up – Race day
7. Water set up – Race Day

FINISH line set up with clock with display

At water stop on race course

Results preparation post race for awards

## **STARTING THE RACE:**

### **THE STARTING LINE:**

On asphalt, the start can be lined with colored tape, duct tape --- or, as a last resort --- flour. The advantage of tape is easy removal after race start. On dirt or grass, if line definition is required, flour is preferable. If city or county officials discourage this, traffic cones can be put at each side of line. A volunteer sighting across the cones can see that the runners are not over the "line." some races can use a line drawn across a dirt road. For any certified course, regardless of the surface, the line must be accurately and plainly shown. If neither banners nor signs are present at the starting line, placing cones on each side can direct runners to it.

### **ANNOUNCEMENTS:**

Any announcements that need to be made should be given to the announcer in plenty of time. Announcements of importance might have to be made more than once. In some of our larger races, runners need to be informed of the location of the starting line at least fifteen (15) minutes before race start (and repeated as needed). At this time, if the starting line is not located where runners have congregated, runners should be directed to start moving to the starting line. Repeat at five (5) minutes. For some races, director's judgment will determine time for runners to start moving to the starting line.

### **RUNNERS' CLOTHING (sweat check):**

Many runners wear their warm-ups to the starting line but will remove them before the start. If the finish is some distance from the start, a means to transport the clothing back to the finish will be

needed. Writing the runner's bib number on a plastic bag with a felt tip marker will identify ownership. Runners should be informed of this service and its location.

#### **TIMERS:**

It is advisable to have these volunteers at the starting line and in position at least five (5) minutes before race start or at the time the finish line director states. It is the responsibility of the finish line director to have all the volunteers trained in the use of their timing devices.

Use two (2) Chronomix 737's -- one to be used as the "primary" and the other is noted as the "secondary" timing per event (some races have two events, a 5K and a 10K). It is important that the 737 timers push the "S" (start) key on the keypad at race start rather than using the timing cord in the start jack. Leave the timing cord in the lane jack. In some past races, using the timing cord start has resulted in the volunteer forgetting to change the cord into the lane jack---the result being the runners' times were not recorded (another reason for having a back-up system). Use the Seiko SP-11 and a Seiko S-129 as the stopwatches for the manual select-timer team; however, start two (2) other stopwatches as back-ups. If planned, a third 737 with a select timer keypad can be started. If the finish and starting lines are in close proximity, the overhead digital Race clock can be activated at the start; if not, it can be preset and started with a stopwatch at the finish line.

#### **SPLIT TIMERS (OPTIONAL):**

Is the course on roads or streets? The driver of the transport vehicle must know the course. If it is possible, furnish each split timer with two stopwatches, in case one malfunctions. These volunteers should be in position in the transport vehicle approximately one hundred yards ahead of the starting line. At race start, they start their watches and, are driven to their positions. If the course is, of short length, the design of the course, whether on road or path, might lend itself to the split timers standing in sight of the starting line and jogging to their mile marks.

#### **LEAD VEHICLE:**

This section applies only to specific races. The lead vehicle can take "many forms": a car, a pickup, a bicycle with a pennant flag, a police car, or a police motorcycle. In many cases, the type of course will determine which vehicle is suitable --- if at all. Its purpose is to guide the runners along the correct course. Regardless, the driver or cyclist must know the course. Since the lead vehicle must pull off the course before the finish line, the area designed by the finish line director and course director is specifically planned for this exit. As the lead vehicle pulls off the course, a volunteer needs to stand on the course and direct the runners toward the finish line.

Important: On race day, be sure there are no obstructions on the course ahead of the starting line.

Runners can trip on cones, bump into spectators, or scrape against cars. Plan for this.

#### **PRE-START ANNOUNCEMENTS, INTRODUCTIONS, ETC.**

(If a P.A. system is not available, use the Half-Miler Hailer --a type of bullhorn.) In your pre-race planning, determine who is going to do the following: (1) Make introductions of individuals, if applicable, (2) give last-minute instructions, (3) who is starting the race, and (4) how the race is going to be started--starting pistol, cannon, horn, voice commands, etc. (The timers and runners need to know!) time, a five-second countdown was used to start the race, but some runners anticipated the count and started too soon.

#### **BASIC VOICE START:**

Runners are at the starting line. After all announcements have been made (Use Half-Mile Hailer if no PA system), check to see that the lead vehicle and the transport vehicle with select timers are ready (if applicable). Look at timers and say, "Timers, are you ready?" Then to runners, "Runners to your marks. GO!"

#### **OTHER START:**

Same as above but replace GO with the other "sound."

## **EXPANDED BASIC CHECK LIST FOR RACE DIRECTOR**

**RACE DATE AND TIME** -This needs to be determined as soon as possible--even before contract is finalized. Check with club's race coordinator to be sure that the correct date and time are in the ORC calendar.

**TIME LINE FOR ORGANIZER AND YOUR RACE COMMITTEE MEETINGS** -It is important to keep informed and on schedule with the pre-race activities. If no race committee meetings, communicate individually with them.

**ALL NECESSARY PERMITS OBTAINED** -If contracted race, generally done by organizer; if our race, your responsibility. If in city or county park, ORC race coordinator might already have it reserved. Confirm.

**COURSE ESTABLISHED** -Old races, new races! The course can be changed, even in emergencies on race day. Be sure you and the organizer have it established. Make or get a map of it.

**COURSE APPROVED BY AUTHORITIES** -Without this, there may be problems or race cancellation. Know who is doing this, our club or the organizer. If city road closure involved (even in city park), it is necessary to have permission and police officer present.

**INSURANCE CERTIFICATES CONFIRMED** - ORC will furnish entities involved with certificates as additional insured for our areas of involvement. Organizer should furnish us with one (from its insurance company) for their areas of involvement, if possible. Communicate with ORC insurance volunteer.

**COURSE CERTIFIED by USA TRACK AND FIELD** -Optional. Most courses are not certified. Organizer's decision.

**POLICE ASSISTANCE** -If needed on city streets or in city parks. Usually organizer's responsibility

**AMBULANCE** -This is the responsibility of the organizer. May be on call in some cases.

**MEDICAL AID (OTHER)** -Nurses, fire department volunteers, or other trained persons. Organizer's responsibility.

**RACE COMMITTEE CHOSEN** -(as necessary)Finish line, results, course, registration race day. Choose committee as soon as possible and **COMMUNICATE!**

**VOLUNTEERS** -responsible for getting volunteers for finish line, results, course, race day registration, other? Know total number of volunteers for T-shirts and sizes. (A good idea to give T-shirts to police officers.)

**ORGANIZER'S VOLUNTEERS** -Determine areas of responsibilities. Confirm.

**PUBLICITY** -Usually handled by organizer.

**T-SHIRT RESPONSIBILITY** (buying, designing, and sizes)-Organizer's responsibility.

**ENTRY FORM (flyer)** -Organizer usually responsible for. Check it for completeness, clarity, and paper size before it goes to the printer. Know quantity for our newsletter.

**RACE BIBS AND ACCESSORIES** (Organizer's responsibility) -Know how results are being done. Confirm. Advise on proper type of bibs: format, including pulltag hole. Safety pins (4 per bib).

**TOILET FACILITIES:** (Organizer's responsibility) -Can be in a building or Portajohns. For Portajohns, usually one per one hundred runners (start and finish areas).

**SOUND EQUIPMENT** - Does it work? Need spare batteries? Charged overnight?

**ENTRY PROCESSING** -If computer results, contact club person doing input.

**FORM MUST HAVE NAME, AGE, SEX, ADDRESS, PHONE NUMBER AND BIB NUMBER ON IT. MUST BE SIGNED AND DATED.** -Is runner a minor? Parent or guardian must sign.

**BIB NUMBER PROCESSING** -Name, age, and sex must be on it **PRINTED! BALLPOINT PEN OR MARKER!** If computerized, check with results person to see if bibs need to be bar coded.

**COURSE SECURITY AND SAFETY** -Will roads need to be closed? Radio communication? Course marshals in strategic places? Police officers? Course marking? Signage? Whose responsibility?

ONGOING COURSE CHECK -Course in good shape? No construction or weather problems?  
 MONITOR!  
 COURSE AND ENTRY KEYS -Is race in a city park where keys are needed to unlock locked gates?  
 Who gets and returns keys?  
 COURSE MARSHALS TRAINED -They know where they go and what they need to do. Orange vests  
 advisable. How do they get to their positions and back?  
 WATER STOPS (aid stations) -Two paper cups (7-9 oz.) per runner per stop (especially on hot days).  
 Tables. Trashcan and bag. PLENTY OF WATER. Also at start and finish areas. Volunteers trained?  
 VOLUNTEER CHECK-IN (RACE DAY) -Get sheet for arrival time and T-shirt sizes. Determine each  
 person's volunteer hours, which will be turned in to volunteer coordinator.  
 ORGANIZER'S VOLUNTEERS -Present and trained. Split timers?  
 CROWD CONTROL: (Usually large races) -Mostly in finish line area. Officers? Volunteers? Fencing or  
 tape?  
 FINISH LINE SET UP -Responsibilities of finish line director to set up and train volunteers.  
 RACE START -Who is the starter? Any announcements?  
 EVENT SWEEP -Whose responsibility?  
 RESULTS PROCESSING: -Area determined. Equipment determined. Alternate area determined (if  
 applicable).  
 REFRESHMENTS-If any, organizer's responsibility.  
 RACE DAY REGISTRATION -Things needed: cash box, petty cash, entry forms, ballpoint pens or  
 markers, race bibs, safety pins (four per bib), T-shirts, tables, chairs,  
 ENOUGH TRAINED VOLUNTEERS? -Whose responsibility?  
 RACE DAY PREREGISTERED RUNNERS-List with names and bib numbers. Bib pulltag must have  
 RUNNER  
 NAME, AGE, AND SEX. -Runner to check for accuracy.  
 RACE DAY COURSE MARKING -Volunteers to do it. Materials needed to do it. Course checked before  
 race--just in case of unforeseen problems.  
 MASTER OF CEREMONIES AND ANNOUNCER -Both are organizer's responsibility.  
 AWARDS CEREMONIES -Know who is doing this. What time?  
 RESULTS TO -Organizer, ORC president for website upload, Media.  
 VOLUNTEER DRIVER- To pick up equipment on course after race.  
 ORC EQUIPMENT POSTRACE LOADING - timing equipment, cones, tables ladders, finish line back  
 to storage.  
 FINALE -Notes made a race critique to be set up later.

## RACE DAY CHECK LIST FOR BASIC RACE

aprons (turkey cards, substitute cards, pens)  
 bases  
 battery  
 bibs  
 big boards  
 breaker whistle  
 broom  
 canopy and tarp  
 caps

manual counter  
 mile markers  
 numbered spikes  
 orange vests  
 pail  
 paper  
 paper cups  
 pennant for swing rope (breaker)

caution tape  
CB  
Chronomix Timer and Backup timer  
clipboard  
computer  
cones  
course cones and arrows  
course posts and bricks  
duct tape  
entry forms  
fencing  
field tables  
gallon plastic bags  
half-mile hailer, yellow tape  
long tables

pens  
petty cash  
pins  
pliers  
posts  
pre-registered runners' bibs  
printer  
race clock and stand (brace and bolts)  
results box (stickers, place sheets, tape  
rope  
scissors  
select timer clipboard, sheets, pencils  
select timer keypad  
signage