

# CMRA RACE DIRECTOR GUIDELINES

## Race Volunteer Checklist

**Race Date:** \_\_\_\_\_ **Race Name:** \_\_\_\_\_

Obtain commitments for each role at least one month prior to your race. Be proactive and confirm each and every commitment during the week prior to your race so you have an opportunity to arrange a replacement if anyone has to back out. *Enter date of commitment and check when confirmed.*

**Course Layout** - mile markers, cones, other course markings, race-in-progress signs:

- |   |                                |
|---|--------------------------------|
| <input type="checkbox"/> Course Manager (required) _____            | Date commitment received _____ |
| <input type="checkbox"/> Assistant Course Manager (if needed) _____ | Date commitment received _____ |

**Registration** - at least 3 are required:

- |   |                                |
|---|--------------------------------|
| <input type="checkbox"/> Registration Coordinator _____ | Date commitment received _____ |
| <input type="checkbox"/> Registration Assistant _____   | Date commitment received _____ |

**Water station(s)** - one volunteer per station if possible:

- |  |                                |
|--|--------------------------------|
| <input type="checkbox"/> Water station 1 Leader _____    | Date commitment received _____ |
| <input type="checkbox"/> Water station 1 Assistant _____ | Date commitment received _____ |
| <input type="checkbox"/> Water station 2 Leader _____    | Date commitment received _____ |
| <input type="checkbox"/> Water station 2 Assistant _____ | Date commitment received _____ |

**Finish Line** - at least 5 volunteers are required:

- |  |                                |
|--|--------------------------------|
| <input type="checkbox"/> Coordinator/Set Up/Clock Operator _____ | Date commitment received _____ |
| <input type="checkbox"/> Tag Collector _____                     | Date commitment received _____ |
| <input type="checkbox"/> Tag Placer/Time Recorder _____          | Date commitment received _____ |
| <input type="checkbox"/> Scorer _____                            | Date commitment received _____ |
| <input type="checkbox"/> Scoring Assistant _____                 | Date commitment received _____ |

**Post Race** - at least one different volunteer for each of the following; 2 of each are recommended:

- |   |                                |
|---|--------------------------------|
| <input type="checkbox"/> Finish Line Breakdown _____            | Date commitment received _____ |
| <input type="checkbox"/> Finish Line Breakdown Assistant _____  | Date commitment received _____ |
| <input type="checkbox"/> Course Sweep _____                     | Date commitment received _____ |
| <input type="checkbox"/> Course Sweep Assistant _____           | Date commitment received _____ |
| <input type="checkbox"/> Water Station Pickup/Cleanup _____     | Date commitment received _____ |
| <input type="checkbox"/> Water Station Pickup/Cleanup _____     | Date commitment received _____ |
| <input type="checkbox"/> Start/Finish Area Pickup/Cleanup _____ | Date commitment received _____ |
| <input type="checkbox"/> Start/Finish Area Pickup/Cleanup _____ | Date commitment received _____ |

· **Race Directors:**

Jan	Lake Arbor	Ken Randall	303-422-3745; <a href="mailto:runnerincolorado@juno.com">runnerincolorado@juno.com</a>
		Ed Youngberg	303-550-8014; <a href="mailto:hiwanrunner@aol.com">hiwanrunner@aol.com</a>
Feb	Forty Furlongs	Jason Myers	720-936-7860; <a href="mailto:myersjn@yahoo.com">myersjn@yahoo.com</a>
		Cheryl Ames	303-940-2043; <a href="mailto:cheryl.e.ames@msn.com">cheryl.e.ames@msn.com</a>
March	Spring Spree	David Wise	303-955-8492; <a href="mailto:catnipw@comcast.net">catnipw@comcast.net</a>
April	Bluffs Run	Dave Banko	303-799-3500; <a href="mailto:david@banko1.com">david@banko1.com</a>
		John Perez	303-912-6401; <a href="mailto:coachjohnperez@gmail.com">coachjohnperez@gmail.com</a>
May	Sand Creek	Rob Fisher	303-330-1302; <a href="mailto:fomorob5@gmail.com">fomorob5@gmail.com</a>
		Dan Shaw	720-480-2370; <a href="mailto:dshaw_64@yahoo.com">dshaw_64@yahoo.com</a>
June	Elk Meadow	Ed Youngberg	303-550-8014; <a href="mailto:hiwanrunner@aol.com">hiwanrunner@aol.com</a>
July	White Ranch	Chris Stone	303-554-0870; <a href="mailto:cws_boxster@yahoo.com">cws_boxster@yahoo.com</a>
		Theresa Do	303-438-8685; <a href="mailto:theresahdo@yahoo.com">theresahdo@yahoo.com</a>
August	Fairmount Park	Kristin Moreau	303-279-3509; <a href="mailto:comoreau5@gmail.com">comoreau5@gmail.com</a>
		Monica Ryan	303-936-4988; <a href="mailto:monica.ryan@qwest.com">monica.ryan@qwest.com</a>
Sep	The Amazing Race	Jen Forker	303-242-1947; <a href="mailto:jsforker@gmail.com">jsforker@gmail.com</a>
		Eric Hislop	303-907-0565; <a href="mailto:eric@pacificmillimeter.com">eric@pacificmillimeter.com</a>
Oct	Coal Creek XC	Rich Fitzpatrick	303-834-7742; <a href="mailto:richfitzpatrick77@gmail.com">richfitzpatrick77@gmail.com</a>
		Mike Brenner	303-755-8395; <a href="mailto:runmar315@comcast.net">runmar315@comcast.net</a>
		Ed Youngberg	303-550-8014; <a href="mailto:hiwanrunner@aol.com">hiwanrunner@aol.com</a>
Nov	Hildebrand Ranch	Dave Black	303-781-1738; <a href="mailto:DGLJ11@msn.com">DGLJ11@msn.com</a>
		Joe Black	303-781-1738; <a href="mailto:DGLJ11@msn.com">DGLJ11@msn.com</a>
Dec	Aurora Sports Park XC	Dan Shaw	720-480-2370; <a href="mailto:dshaw_64@yahoo.com">dshaw_64@yahoo.com</a>
		Rob Fisher	720-333-0624; <a href="mailto:Rob_Fisher@bonfils.org">Rob_Fisher@bonfils.org</a>

· **Co-director** – A co-director who knows or is learning your race and can share your responsibilities is strongly encouraged. Contact Rob Fisher 303 330-1302 for assistance in finding a co-director.

*At least 3 months prior to your event:*

· **Course lay out and measurement** – Finalize course design. Rob Fisher (720) 333-0624 and Bill Smitham (303) 279-0362 have club Jones counters on a bicycle. GPS may also be helpful, especially for trail races, as can be the USATF website's ([www.usatf.org](http://www.usatf.org)) "create route" feature on their road running page. You may need to alter the venue or the course lay out based on feedback from governing agencies. Please remember to set up a 5K short course for walkers if your course is longer than 5 miles. A Kids Run may be set up if desired.

· **Permits and insurance** – Contact the governing agencies for your venue for event approval and to confirm date and time. Permits should be finalized at least one month prior. Contact Dan Shaw ([dshaw\\_64@yahoo.com](mailto:dshaw_64@yahoo.com); (720) 480-2370) if a governing authority requests to be a named insured on the liability insurance certificate for your race. If you would like to obtain a CMRA check for permit fees or deposits, obtain the reimbursement request form from the CMRA website ([www.comastersrun.org](http://www.comastersrun.org)), complete it and mail with the invoice or other documentation to Amy Lease (3009 S Holly Place, Denver CO 80222-7010). Requests can also be emailed to Amy at [CMRA.CO@gmail.com](mailto:CMRA.CO@gmail.com). Contact Tim Steffans, [colorado@rrca.org](mailto:colorado@rrca.org), if interested in having the event named a RRCA state championship race.

· **Parking and bathrooms** – Confirm with the governing authority these will be unlocked and available suitably early on the day of the event. Obtain emergency contact numbers for the venue in case the bathrooms are locked on the morning of the race.

· **Fliers and posters** – If desired, prepare a race flier (double-sided templates in 8-1/2" X 11" tri-fold (C-fold) and 8-1/2" X 3-2/3" flier are posted on the CMRA website), or prepare a flier of your own design. For printing, many race directors use Kinkos to print fliers for distribution to local shoe stores (noted below) and whatever other selected locations you choose. Contact Rob Fisher (303-330-1302; [fomorob5@gmail.com](mailto:fomorob5@gmail.com)) for more information about creating fliers.

At least 2 months prior to your event:

· **Awards** –Awards are presented to the top 3 male and female racewalkers (5K distance) and male and female runners in the following age groups: high school (14-18); open (19-34); 35-39; 40-44; 45-49; 50-54; 55-59; 60-64; 65-69; 70-74; 75-79; 80+. Confirm with Tom Chambers (303) 797-8854 the awards to be presented.

January	Lake Arbor	5K	Ribbon
February	Forty Furlongs	5 miles	Ribbon
March	Spring Spree	10K	Medal
April	Bluffs Lake	5K	Ribbon
May	Sand Creek	5 miles	Ribbon
June	Elk Meadow	9K	Ribbon
July	White Ranch	6 miles	Medal
August	Fairmount Park	5K	Ribbon
September	The Amazing Race	6 miles	Medal
October	Coal Creek	5.72 miles	Medal
November	Hildebrand Ranch	7 miles	Medal
December	Aurora Sports Pk 12K		Medal

· **Prizes** – Contact the Arvada Great Harvest Bread (7745 Wadsworth Blvd Arvada, CO 80003; (303) 420-0500) and arrange to pick up bread the day before the race; also call again the week of the race to remind and confirm.

Feel free to solicit other businesses that may be willing to support your race. However, you do not need to contact any of the running stores noted below. Except for a few special arrangements, the CMRA gift coordinators noted below will contact the running shoe stores as noted below to request and pick up giveaways (gift certificates, socks, hats, etc.). All of these running shoe stores will accept flyers, and most will accept posters.

- o Road Runner Sports: 10436 Town Center Drive, #B-102, Westminster CO 80021; (303) 465-6022, Ken Simons;
- o Runners Roost-Lakewood: 7978 W Alameda, #A, (303) 991-1851, Scott McFarlane;
- o Runners Roost-Denver: 1685 S Colorado Blvd #J, (303) 759-8455, Rob Fisher;
- o Runners Roost-Aurora: 6554 S Parker Road, #107, (303) 766-3411;
- o Runners Roost-Louisville: 459 S McCaslin Blvd, (303) 926-7653;
- o Runners Roost-Lone Tree: 9994 Commons Street, Suite 230, 720-536-5879, John Perez;
- o Boulder Running Company: 2775 Pearl St, Boulder CO 80302; (303) 786-9255, Ken Simons;
- o Boulder Running Company: 8116 W Bowles Avenue, Littleton CO 80123; (303) 932-6000; Connie Ahrnsbrak;
- o Run Colorado: 8505 W Arapahoe Rd, Greenwood Village, 80112; (303) 990-5000, Connie Ahrnsbrak;
- o New Balance: 7301 S Santa Fe Dr, Littleton, CO 80120; (303) 795-3135;
- o Fleet Feet, Boulder: 2624 Broadway, (303) 939-8000, Bruce Kirschner;
- o Savini Shoes, North Denver: 4421 W 43<sup>rd</sup> Avenue, (303) 377-3272.

1 month prior to your event:

· **Volunteers** – It cannot be emphasized too strongly that it is critically important to a successful to contact each of the following individuals regarding their specialty. If they are able to help, great. If not, you will need to arrange to have someone fulfill their specialty.

**Race equipment** – Joe Baird (303-758-1934, [jbaird@buehlercompanies.com](mailto:jbaird@buehlercompanies.com)), serves as the manager of club’s race equipment between events. In addition, you may need to contact the prior race director to coordinate obtaining the equipment used in the prior race. Rob Fisher (303-330-1302; [fomorob5@gmail.com](mailto:fomorob5@gmail.com)) can help if Joe Baird is unavailable. If your event is a trail race, you may want to purchase flour and/or ribbons ahead to mark your course, which will most likely be need to be laid out the day before the race. For reimbursement of the purchase of course marking material, obtain the reimbursement request form from the CMRA website ([www.comastersrun.org](http://www.comastersrun.org)), complete

it and mail with receipts to Amy Lease (3009 S Holly Place, Denver CO 80222-7010). Reimbursement requests can also be scanned and emailed to Amy at [CMRA.CO@gmail.com](mailto:CMRA.CO@gmail.com).

In addition, the club owns the following race equipment:

- 37 mile marker and course marking orange rubber cones (useful for races on roads or bike paths but not on many trail courses because they are too heavy to transport without a bike or other vehicle);
- Corrugated plastic mile markers and arrows, 2 dozen wire sign supports, material to make additional signs (very light, easy for a single runner to carry all 2 dozen signs for several miles);
- 200 orange and 100 blue course marking flags (also very light and easily carried by hand);
- 10 finish chute posts (with bases, very bulky) and their storage box;
- Display clocks and stands (one newer digital and one older analog);
- Printing timers (one old and one new);
- 6 tables (3 are folding) and 2 folding chairs;
- 3 water jugs and 1 coffee maker;
- Several sheets of corrugated plastic and corrugated plastic scoring boards;
- Trash can, drink tub, and rope;
- Registration tub and its contents
- Bullhorn.

**Registration** –Connie Ahrnsbrak (303) 985-1168 (registration tub) and Amy Lease (303) 588-8492 (cash box); Jane Harbert [tace\\_tigger@hotmail.com](mailto:tace_tigger@hotmail.com), Ian Monk [icm-@hotmail.com](mailto:icm-@hotmail.com), Nicole Shaklee (303) 424-8686, Tom Alison (303) 791-6166 and Joe Baird (303) 758-1934 also are experienced hands.

**Finish line** - Joe Baird (303) 758-1934 is our best resource; timers are kept by Joe or in the registration box. Contact Connie Ahrnsbrak (303) 985-1168 if you need scoring boards. Tom Alison (303) 791-6166, Ken Simons (303) 421-5835, Mike and Chris Vanoni (303) 744-9067, Rob Fisher (720) 333-0624, and Rich Romero (303) 751-4284 are all experienced resources you may want to contact for help at the finish.

**Course marshals** - Determine where they are needed and secure volunteers. (The people noted above may be able to help.) Position volunteers on the course at least 15 minutes prior to the start. It can be very helpful in coordinating the event for volunteers to have cell phones.

• **Bathrooms** – If bathrooms are not available in the start/finish area, arrange for portable toilets with a port-o-let service. If fewer than 100 participants expected, get one; if more than 100 expected, get two units.

**Liberty Waste Management** – ph. (303)242-4431 (office), (303)815-7224 (cell) <http://libertyportables.com> (\$115 - most frequently used of late);

**United Site Services** – Brett, contact person ph. (303) 917-3994 or (303)298-7300; fax (719) 475-2361; CMRA's customer ID# DEN-17224 (\$145);

**Empire** – ph. (303) 901-5511 (\$125 for single units; \$110 each for two or more);

**S & B** – ph. (303) 341-6800 (\$145 each, includes seat cover and hand sanitizer);

• **Soft drinks/snacks** – In addition to filling the water jugs, plan on at least 1 soda or other drink per participant – 2 if it's hot. The race director from the prior month's race may have drinks left from previous events. For additional supplies, Costco and other discount centers are recommended. Obtain the reimbursement request form from the CMRA website, [www.comastersrun.org](http://www.comastersrun.org), complete it and mail with receipts to Amy Lease (3009 S Holly Place, Denver CO 80222-7010) for reimbursement. Reimbursement requests can also be scanned and emailed to Amy at [CMRA.CO@gmail.com](mailto:CMRA.CO@gmail.com). Call Great

Harvest Bread (7745 Wadsworth Blvd Arvada, CO 80003; (303) 420-0500) least one week before the race to confirm when you will pick up the bread for the race.

***The week of your event:***

- **Toilets and parking** – Confirm bathroom and parking arrangements with governing agencies and/or port-o-let service, as needed. Confirm emergency contact numbers for your venue.
- **Great Harvest Bread** – Call again the day of the pick up (303-420-0500) to confirm when you will pick up the bread. If you need help picking up bread and delivering it to the race, Ken Simons (303) 421-5835, Ken Randall (303-422-3745) and Jen Forker (303-463-5522) can help.
- **Timing boards** – Make sure you have prepared timing boards for scoring the race. Contact Connie Ahrnsbrak (303) 985-1168 if additional boards are needed. Contact Scott McFarlane (303) 904-4542 ([scott@scottnterry.net](mailto:scott@scottnterry.net)) to have race tags made.
- **Course set-up** – For trail courses, obtain flags, purchase flour, ribbons or sidewalk chalk according to preference, and mark the course the afternoon prior to the race. You may also want to set out mile markers a day early. *Please note:* cones, temporary signs, flags, flour and ribbons are typically acceptable as markers; however, most jurisdictions frown on painted markings.

### The day of your event:

- **Toilets and parking** – Arrive two hours early the morning of the race and call the emergency contact if needed to open bathrooms and/or parking. **BRING A COUPLE ROLLS OF TOILET PAPER** just in case the port-a-potties are bare.
- **Course set-up** – Two hours before the race set out (or if set the day before, check and re-set if necessary), mile markers and course markers as needed.
- **Finish line** – 30 minutes prior to the start, confirm timing clock(s), finish clock(s), and chutes in position and ready.
- **Course marshals and water stop(s)** – Instruct and position volunteers on the course at least 15 minutes prior to the start. When the race begins, it's helpful to have a sweeper (with a cell phone) who can trail the last runner to notify your marshals and water stop volunteers when the last competitor has come through and the volunteers can start picking up their water stop. The sweeper can also begin picking up the course, or signal other to begin picking up the course. If possible, get everyone's cell phone number, just in case you need it.
- **Starting line** – 5 minutes prior to the start, gather runners at the starting line, make announcements and describe the course. Start the runners on time if possible.

### After the running is done:

- **Pick up course markings** – Pick up course markings as soon as possible after the last runner finishes. You have responsibility to collect all course marking materials and coordinate delivering them to the race director for the following month. It is recommended to delegate this task to someone else so you can coordinate awards, prizes and other finish area activities.

Contact Joe Baird and arrange to return all club equipment. Let Joe know if you are handing over any course marking or other equipment directly to the director of the next CMRA race.

- **Results** – Compile results, present awards, and raffle off prizes in a timely manner. Check with Connie Ahrnsbrak (303) 985-1168 to see if she can provide results to Scott McFarlane ([Scott@ScottTerry.net](mailto:Scott@ScottTerry.net)) for the website and to Jane Harbert ([tace\\_tigger@hotmail.com](mailto:tace_tigger@hotmail.com)) for the newsletter; if not, you will need to do this.
- **Clean up** – All venues are concerned about litter. Be sure to pick up trash thoroughly after the event, replacing picnic tables/trash cans that were moved, locking gates/doors as needed, etc. Course marshal volunteers may be helpful with these tasks!
- **Wrap up article** – Write your article about the race (don't forget to thank your volunteers!) and send with the race results (if Connie does not do this for you) to Scott McFarlane ([Scott@ScottTerry.net](mailto:Scott@ScottTerry.net)) for the website and to Jane Harbert ([tace\\_tigger@hotmail.com](mailto:tace_tigger@hotmail.com)) for the newsletter. You may also want to contact Colorado Runner Magazine ([www.coloradorunnermag.com](http://www.coloradorunnermag.com)) with a photo, article, and results.

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