

Run In A Race

Race Directors Help List

Yellow: RunInARace Timing, **Green:** RunInARace Registration **Blue:** other services available

Before Race Day :

- Set Date-Check local race websites for other races on your planned date.**
- Plan Start Time-Spring races 8-9a.m., Summer 8 a.m. or earlier, Fall 7-9 a.m., Winter 8 a.m. or later.**
- Get Race Insurance-Join RRCA or discuss options with a race management company.**
- Fee-Should cover race expenses like bibs, shirts, insurance, timing, porta-potties, all other items not donated.**
- Determine categories and number(1st, 2nd, 3rd) of prizes**

Age groups can be 19 and under and 10 year increments or the following:

Standard Age Groups for Awards (men & women):

8 & under, 9 – 12, 13 – 15, 16 – 19, 20 – 24, 25 – 29, 30 – 34, 35 – 39, 40 – 44, 45 – 49, 50 – 54, 55 – 59, 60 -- 64, 65 -- 69, 70 -- 74, 75 and over (men) or 65 & over (women)

Clydesdale Standard weight categories:

170 -- 184Lbs., 185 -- 199 Lbs., 200 -- 214Lbs., 215 -- 229 Lbs., 230 -- 999 Lbs.

Filly Standard weight categories are:

- 145 -- 999 Lbs.
- Design Race Flier-Logo, T-shirt, Website, etc
- Register Race on Websites RunInARace.com, Coolrunning.com, RoadID.com, MaineTrackClub.com**
- Contact and Secure Race Timing Company**
- Establish Pre-Registration Options-Where to mail entries, Online registration**
- Order Portable Toilets or arrange for rest rooms
- Purchase Bathroom Cleaner & Paper Towels
- Purchase Race Bib Numbers-Generic numbers or Specialized from**
<http://www.numberthis.com/>, <http://secure.eventsonline.ca/site/home/>
- Contact Race Shirt Company
- Solicit Race Sponsors (Art Work)-types of advertisements for sponsors
- Contact Police, Park officials, schools for permission/permits

- Notified Town Rescue of Date and Time of Event
- Assemble First Aid Kit
- Have a Clipboard with Emergency numbers
- Print and Post Signs Parking
- Purchase Trash Bags
- Print and Post Signs for Race**
- Set up pre-race drinks for runners
- Notify Support Personal: **Timer Assistants (2/3)**; chute (2); Traffic control (3), Prize announcer (1)

Registration:

- Design Race Registration Flier
- Distribute Fliers to Local Business and Running Companies**
- Post Race on Websites**
- Arrange Race Packets – Welcome, bib, map, advertising material**
- Partner with a sponsor for pre-registered packet pick-up alphabetized by last name.
- Have plenty of Volunteers for race day registration
- Set-up Tables/Chairs-Clearly mark pre-registration and day of registration
- Have Extra Entry Forms on Clip Boards**
- Set out Pens**
- Place Bibs and Pins**
- Coordinate Day of Entries with Timing Company**
- Arrange T-Shirts by Size
- Place Fliers for other races

Day of Race:

- Mark Start Line-have signs directing runner to starting line**
- Measure Course with Wheel/Bike-**Course certification information can be found at www.usaff.org/groups/eventdirectors/ or www.rrca.org/resources/management/
- Place Mile Markers/Split-caller or race clock**
- Mark Turns and Direction with Lime/Paint**

- Check with Timing Company before race start
- Place Large Traffic Cones
- Set-up Water Stop/Aid Station Locations(Volunteers at each station)
- Fill Cups of Water/Gatorade
- Assemble Race Chute
- Set up Finish Line Banner
- Instruct Race Chute Monitors to keep finish line flowing
- Distribute Orange Vests to Course Monitors
- Assign Pace Vehicle(bike or car)
- Assign person to be Course Trailer

Post Race:

- Set out Water
- Arrange Food
- Locate Trash & Recycling Containers
- Arrange Prizes to be distributed by Overall and Age Group Winners and/or teams.

- Post Race Results with Tape or Staple Gun
- Give official results and category winners to prize Announcer for Race Awards
- Announce Prize Give-Aways-solicit sponsor prizes for a raffle in lieu of cash
- Email Local Papers/Websites Race Results
- Send out Thank You Notes to Sponsors

Sponsors and Promotion:

- Advertise in local weekly or daily papers
- Distribute Race Fliers to Specialty Stores and other races within your region
- Request permission to distribute Race Fliers to Local Schools
- Contact a local radio or television station to be a sponsor and promoter
- Find another special event to have your race coincide with
- Promote the non-profit group that your proceeds will go to and establish a relationship with them to garner more sponsors
- Decide if you will also be having a fun run with your event and have prizes for every finisher (not a race)