



# Race Director's Handbook

Updated February 2014

## **RACE PLANNING CHECKLIST**

A race planning checklist can help your race committee plan the tasks associated with an event and also assign these tasks to a person or group. The sample checklist shown below highlights the most important items typically associated with directing an event.

Item	Description	Status	Person
Race numbers	For larger events, use new race numbers with tear-off strips. Smaller events may work with recycled old numbers or no numbers at all (*index card scoring method, see discussion in later section of this handbook.)		
Safety pins	Small safety pins to fasten race numbers to shirts (4-5 per number)		
Scoring method	32 x 40 foam boards for race scoring if pull tags are used		
Containers and cups	Large containers for water and Gatorade, paper cups		
Water and Gatorade	After race drink		
Snacks	After race nibbles		
Measure course	Possible methods: (1) GPS device (2) measuring wheel (3) bicycle odometer (4) automobile odometer		
Mark course	Mark start/finish, directional arrows, mile markers, turn around points (baking flour or tape). <b>Clean up markings after race.</b>		
Flour	Use to mark course (plan on 1-2 5# lb. bags per mile)		
Back-up plan	Plan for an alternate course and/or date in the event that severe weather occurs.		
Volunteers	Plan for volunteers at registration, finish line, and as course marshals at all critical places on the course		
Awards	Order early! Plan as per race flyer.		
Timing clock	Collect race times (get from ASUFit or running club)		
Entry and release forms	Design your race flyer with all important information, sponsor logos, and an entry form if possible. Use ASU-approved release form for on-campus events ( <a href="#">contact EHSRM</a> for a copy of the release).		
Restroom facilities	Plan start/finish where there are restroom facilities, or arrange for portable toilets to be delivered to the race site.		
Donations or event sponsors	Funding or materials from organizations that are sponsoring your event (arrange early!)		
Pre-registration packets	Bags with T-shirt, race number, 4-5 safety pins, sponsor info, free items, etc.		
Registration sheets	Forms to list entry info for each category		
Awards sheets	Forms to list award recipients		
Change (\$1, \$5)	To make change for those entering on race day. Recommended amount is \$50 in change minimum.		
Emergency planning	Plan for emergency services (REACT, EMT's, cell phones for volunteers at key locations, etc.)		
Advertising	TV, radio, newspaper, Facebook, web sites, running club		
News & media	Race photographer, television, radio, newspaper		
Pencils /pens	For use at registration		
Folding table and chairs	For use at registration		
Finishing chute & cones	To help mark course and to keep finishers in order until finishing order is recorded		
Clean Course	Pick up cones and <b>sweep off flour markings</b> (do not use water).		

## RACE BUDGET WORKSHEET

Item	Quantity	Estimated Cost
Awards		
City/facility/police permit (if needed)		
T shirts (if handed out)		
Race numbers & safety pins		
Course marking materials		
Safety pins (4 per person)		
Food, drinks, water, and cups		
Printing costs for race flyers		
Paid race helpers (if any)		
Portable toilet rental (if needed)		
Fee for EMT's or other medical support (if needed)		
Rental items if needed (cones, barricades, tent shelter for registration, etc.)		
Advertising		
Total estimated event cost =		

## EXAMPLE OF A RACE BUDGET WORKSHEET

### Projected revenues (based on 75 5K and 15 1-mile entries)

	Quantity	Each	Total
Race entry fees -5K	75	15	1125
Race entry fees - 1-mile	15	2	30
Sponsors (cash support)	0	0	0
		Total revenues	<b>\$1,155</b>

### Estimated expenditures

	Quantity	Each	Total
Event permit fee (city)	1	145	145
Printing cost (race flyers)	100	0.08	8
Food and drinks	1	50	50
T-shirts	75	10	750
Awards	49	3.57	175
Other (misc. expenses)	1	25	25
		Total expenses	<b>\$1,153</b>
		Net revenues	<b>\$2</b>

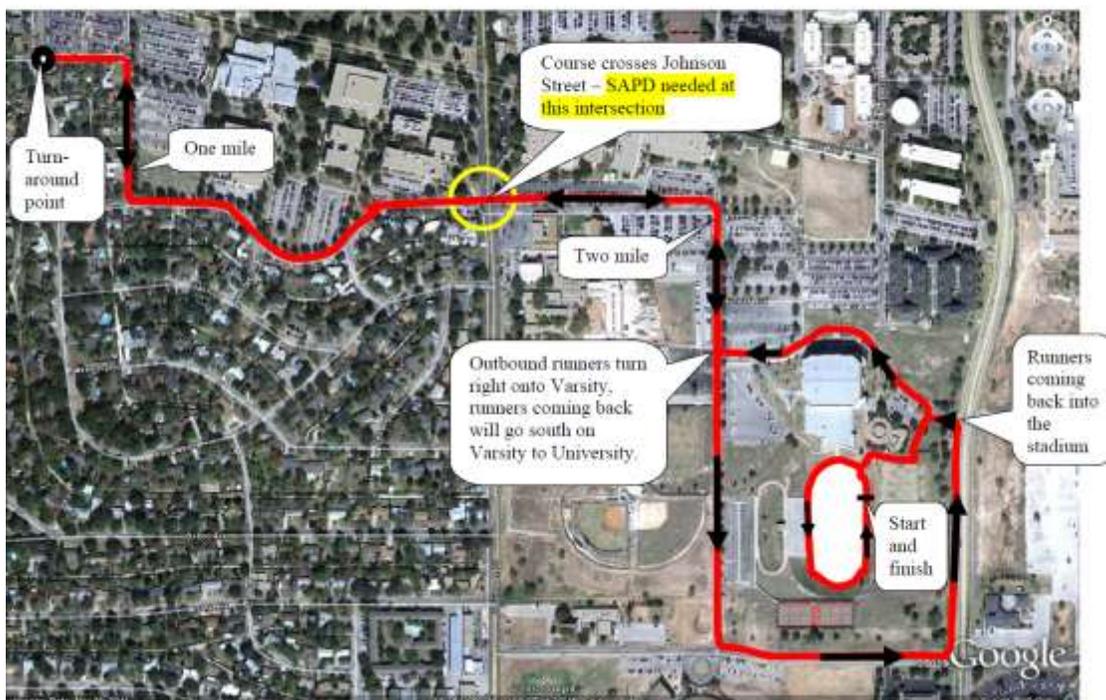
## CITY PERMIT APPLICATION

(If city streets are crossed or used for the race)

Some running events in the past have used with no permit. This can potentially lead to the city shutting down an event and to increased liability if an incident occurs. It is high recommended that each race director apply for and obtain an event permit prior to holding a race! The SARL club president has worked extensively with the City of San Angelo to establish a race permitting procedure. In general, small events held on courses that do not require a street closure and/or police escorts will not be charged a fee (waived). For larger events, the city permit office will levy a fee based on each event (this fee starts at \$25 and can be up to \$150-\$300). There may also be a deposit required if city barricades are requested. All of this is described in Chapter 10, Article 10.1500 of the city's Code of Ordinances. **Contact the city permits office at 657-4421 or email [joy.shelton@sanangelotexas.us](mailto:joy.shelton@sanangelotexas.us) for additional information.** In general, follow the following guidelines as you plan an event and apply for the event permit:

- Select a race venue and route that does not use streets designated as primary traffic or fire lanes. Runners should face traffic when on public streets if possible.
- Select a date and time when there will not be heavy traffic.
- Develop a detailed map of the race route to include with your event application.
- Identify where course marshals will be needed (for example, at an intersection where the race route might cross another road).
- Identify where the start, finish, water stops, and participant parking will be.
- Complete the Event Permit Application and submit it to the city permit office at least one month in advance of the event date. For smaller events, describe the event as being “**a non-competitive fun run**” (this definition is based on there not being any prize money associated with the vent). For non-competitive events that do not require street closures, the city may waive the permit fee.

(Example Course Map)



## **ENTRY FORM (RACE FLYER)**

The event entry form needs to convey to the reader all important information related to your event. In addition, it serves as a “contract” between the competitors and the race officials. If possible, consider having a short Kid’s event in addition to the adult categories. In general, a race flyer should include the information listed below. Save event flyers in PDF format so that anyone can easily open the file.

- Date and time of the event
- Event location
- Categories for awards
- Entry cost
- Course description (with a Garminconnect.com or Mapmyrun.com link to the route if possible)
- Liability release (contact [Environmental Health, Safety and Risk Management](#) for a copy)
- Name, age, and gender of competitor
- Directions to event location (or a map)
- Where to register
- T-shirt sizes (if applicable)
- Contact person with phone and email if more information is needed

### **Example race flyers**

- [http://www.angelo.edu/services/fitness\\_wellness/documents/TurkeyTrotFlyer2011.pdf](http://www.angelo.edu/services/fitness_wellness/documents/TurkeyTrotFlyer2011.pdf)
- <https://www.angelo.edu/content/files/14763-cyclocross-flyer>
- <http://www.roadlizards.org/wp-content/uploads/2012/05/Run-to-Remem-Flyer.pdf>



## **SCORING AND AWARDS**

Scoring an event and determining who receives awards are critical tasks when directing a race. To determine the winners in each age group, the race committee must collect (1) finishing order and (2) know what race category each individual is in (i.e., age, gender, student, military, etc.). It is also desirable to capture the finishing time for each individual racer. Although a simple hand-held stopwatch can be used, it is much easier to use a device that prints out a paper record of each runner's time. Both ASUFit and the local running club have printing stopwatches.

### **Clipboard method**

Have two race volunteers at the finish line with a clipboard and a timing watch. One person will record bib numbers in order as runners finish, and the 2<sup>nd</sup> person will record times in order of finish. Recycled or hand-made numbers work fine for this scoring method. After all racers have finished, the two lists (numbers and times) can be merged and awards determined. To sort award categories by gender and age group, race officials will have to refer to registration forms. This method should be used only for small events that do not have a large number of award categories.

### **Index card method**

Index cards numbered from 1 through however many racers are competing are used to score the event. As each racer crosses the finish line, he/she is handed a card that corresponds to the overall finishing place. The racer then must fill out the card with name, gender, and race category (age, etc.). After all racers finish, the race officials will use the completed index cards to determine category winners. A timing watch can be used at the finish line to collect finishing times in order of finish if desired.

### **Tear-off number method**

This method uses the tear-off numbers and a scoring board that has sticky double-faced tape placed next to numbers ("1" through however many racers there are). In addition, a printing stopwatch is used to collect sequential finishing times. As each runner finishes, his/her race bib tag is pulled off and placed onto a piece of wire in order. These pull tags are then placed onto the scoring board in order (i.e., held with the sticky tape). Times are then manually written onto each tag using the printout from the stopwatch printer. The person scoring the race can then easily look at the tags on the scoring board and determine the rankings in each race category. For this system to work, each person's number tag **mu**st have their name, age, and gender on it. It is recommended that a back-up listing of race bib number and finishing order be kept in the event that someone loses their race number during the event.

### **Chip timing**

For events that will have several hundred racers or more, chip timing is the best option (but also the most expensive). There are companies in the Austin, Dallas/Fort Worth, and Lubbock that can be hired to provide chip timing services (example: <http://www.allsportstiming.com/>).

## REGISTRATION AND SCORING FORMS

To facilitate easier registration and scoring, it helps to have some forms prepared before an event begins. One form is to record the entries in each category (for example, Male 40-49 or Female 20-29). The other is an awards form, so that the person scoring the event can simply “fill in the blanks” for award winners. Examples of each are listed below.

### EXAMPLE AWARDS FORM

(Note: Categories will vary depending on the event)

CATAGORY	NAME	TIME	AWARD TYPE
Overall Female			
Overall Male			
1 mile (under 11)			
1 <sup>st</sup>			
2 <sup>nd</sup>			
3 <sup>rd</sup>			
Female 11-19			
1 <sup>st</sup>			
2 <sup>nd</sup>			
3 <sup>rd</sup>			
Male 11-19			
1 <sup>st</sup>			
2 <sup>nd</sup>			
3 <sup>rd</sup>			
Female 20-29			
1 <sup>st</sup>			
2 <sup>nd</sup>			
3 <sup>rd</sup>			
Male 20-29			
1 <sup>st</sup>			
2 <sup>nd</sup>			
3 <sup>rd</sup>			
Female 30-39			
1 <sup>st</sup>			
2 <sup>nd</sup>			
3 <sup>rd</sup>			

## EXAMPLE ENTRY LISTING

(Note: One of these would be used for each race category)

**Race category:** \_\_\_\_\_

	Last Name	First Name	Bib #	Age	Pre-registered	
					YES	NO
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
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25						
26						
27						
28						
29						
30						

## **SAFETY AND LIABILITY**

As an event is planned and conducted, safety and liability should be foremost on every race director's mind. Although most local events are small and involve runners who you know and possibly train with, it is still important to plan to (1) avoid dangerous situations and (2) to prevent or minimize any liability in the event that an accident does occur. Listed below are some suggested measures that you can take to help ensure that your event is safely managed without incident or potential legal actions.

### **DO**

Obtain a permit for your event if public streets are used.

Place cones and/or barricades at all dangerous intersections.

Clearly mark all hazards (for example, stumps on a trail, potholes, or drop-offs on a sidewalk).

Have race volunteers at critical locations.

Have water available on the course for events that will last more than 30 minutes.

Have a plan in case emergency medical services are needed.

Require all participants to sign a release form (contact [EHSRM](#) for a copy).

Have insurance for your event (Road Runners Club of America, USA Cycling, or similar) if it is not an ASU-sponsored event on campus.

Clearly mark the course.

Give clear pre-race instructions to racers, and describe any potential dangers.

Record all entries during registration and compare to the number of finishers to ensure that all participants have finished safely.

Train volunteers before the event starts.

### **DON'T**

Run a bandit event without a permit.

Expect automobiles to avoid runners.

Expect runners to see and avoid all hazards on the course.

Assume that volunteers are not a necessity.

Expect runners to carry water with them.

Assume that you can simply rely on calling 911 if something happens.

Assume that no one would ever file a lawsuit.

Assume that since you anticipate no accidents, insurance isn't needed.

Expect runners to "remember" the course route.

Assume that the runners are all aware of the route, specific dangers, etc. on the course and thus don't need a pre-race briefing.

Assume that someone injured out on the course will seek assistance on their own. They are your responsibility until the event is over!

Assume that race volunteers will know their assigned task without being properly briefed.