



RUNNING CLUB NORTH RACE DIRECTORS' CHEATSHEET

Necessities and ideas for directors of small RCN races to think about and choose among

Overview

◆ The purpose of Running Club North (RCN) is “to encourage active participation in running/walking activities.” The emphasis is on physical fitness, health, safety and HAVING FUN!

◆ One member of the RCN board serves as the race director's liaison. That person can be contacted for guidelines and procedures for races (see attached Contact Sheet for names, addresses, and phone numbers).

Planning ahead

◆ **Insurance requirements.** Race Director's must be a current RCN member. RCN insurance does not cover any accident involving wheels (bicycles, skateboards, skates, baby joggers), dogs or other animals, participants wearing headsets, or multisport events. It is strongly suggested that you do not allow these things in your race. If the race is on UAF property, you will need to make sure the proper insurance forms are submitted.

◆ **Cost.** It's up to you, the race director, to pay for any race expenses, to charge an entry fee to cover your costs, or to find sponsors for your race. However, if an event charges an entry fee, collects sponsorships in the form of cash, all proceeds must be passed through RCN's treasury before being disbursed to vendors or charities. Any profit from RCN sponsored events that are not designated for another charity goes back to RCN (give it to the treasurer).

◆ **Plan the course.** If it's the same as last year, you're set. If it's new, measure it. (Bike, wheel, car). Consider traffic and the number of road crossings, which impacts the number of crossing guards you will need. All intersections within the City of Fairbanks require certified flaggers IF traffic is diverted or halted, even temporarily, to allow for pedestrian traffic to pass. Contact the City of Fairbanks Clerk's office for more information. DOT&PF also requires permits for events on with state rights of way, see <http://www.dot.state.ak.us/permits/index.shtml> for more information.

◆ **Publicity.** If it's an RCN race, it's already in the RCN calendar and on the RCN website (www.runningclubnorth.org) and in the Sports Slate in the Fairbanks Daily News-Miner. If you want a little write-up about the race to appear in the paper, write it up and submit it to Sports about a week before the race (by e-mail, fax, or hard copy). Be sure to include your name and how to contact you in case they have questions. If you want it to appear elsewhere than Sports, submit it to the correct department of the paper. Try not to change anything (time, date, distance, location, etc.) from what was printed on the calendar, but if you do, be sure to notify the News-Miner for the Sports Slate, and Dave Cowee for the RCN website. Check the Sports Slate for accuracy when your event appears – they do make typos from time to time. Consider Public Service Announcements on the radio or TV, posters, flyers, or other creative means of promoting your race.

◆ **Volunteers.** Consider how many people you need to help, and start asking likely folks. Your friends, spouses of runners, injured runners, runners who don't do the distance your race is – these are likely sources. In addition, you can get the RCN membership list and call people on it. Consider how many of the “volunteer” positions you can and want to do yourself. For larger events, consider using local organizations that may be willing to provide volunteers for a donation to their organization, e.g. the Moose Mountain Ski Patrol does the water stops for the Equinox Marathon.

◆ **Prizes, awards, goodie bags.** Consider what you want to give out to winners, randomly, or to everyone who enters. Consider whether you'll have age-group awards. Get creative. Cookies, candy, Christmas ornaments, medals, ribbons, balloons, first-aid kits, or a "Red Lantern" are all good ideas. See below for phone numbers of companies that supply t-shirts, water bottles, bibs, and many more things that you might want to have for your race. Ask your employer or other companies for freebies such as pens, key rings, notepads, etc.



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- ◆ *Food and drink.* Consider what to provide along the course and at the finish. Water, PowerAde, banana chunks, cookies, what-have-you.
- ◆ *Equipment.* The RCN clocks, handheld printing timers, and trailer full of other equipment are stored by RCN. Contact the RCN Equipment Director ahead of time to arrange to use it and make sure whatever you want to use is available for your race. A \$50 deposit is required before the equipment is checked out; it will be refunded when the equipment is returned in good condition. For races charging an entry fee, there is a charge to use the Chronomix clocks. The charges are: \$50 for races with less than 200 participants, \$100 for races with 200-1000 participants, and \$200 for races with over 1000 participants. RCN must charge this fee in order to help with the cost of maintaining these clocks. RCN race numbers (bibs) and pins are available if you want to use them.
- ◆ *Cancellations or changes.* If for any reason you need to cancel your race or make changes in the time or location of the race, PLEASE notify the RCN Webmaster (Results@RunningClubNorth.org) and the Fairbanks Daily News-Miner sports department as soon as possible. Few things are more frustrating to a runner than showing up for a race that has been moved or cancelled.

Day of race – start early!

- ◆ *Registration.* Runners should sign a waiver, which can be printed across the top of the sign-up sheet. The sheet also lets you know who, and how many, are out there, and gives you participants' names for reporting results. Have a table or two (or the back of a pickup), provide pens/pencils, have paper to write on. Chairs for the volunteer(s) are nice. Consider providing maps of the course. Consider posting results from prior years (bring tape). Consider putting out RCN membership forms and calendars. Consider fun stuff (like all the silly signs at the Tok Trot). You may want to use balloons, pink flamingoes, or signs to help runners find the race start or registration area.
- ◆ *Mark the course.* This can be done the night before the race, but if you do this, you might want to double check that your markers are still in place the next morning. Consider flour, spray paint, chalk, surveyor's tape, flagging, signs. If possible, mark each mile and/or kilometer. Consider every place where someone could make a wrong turn, and make sure it's well marked. Add arrows or other marks often, as reassurance to runners that they're on the right track. Recruit volunteers as course monitors for crucial turns and to help control traffic. Consider warning signs for traffic approaching the race course area. If you mark the course the night before, double-check it shortly before the race to be sure your markings haven't been swiped, obliterated, or otherwise relocated.
- ◆ *Aid stations.* At least every 3 to 4 miles or so. You'll need volunteer(s), water (5-gallon jugs work well), cups (rule of thumb: 2 per runner per aid station), maybe a table, garbage bags, maybe bug dope for your volunteer(s). Consider other aid besides water – PowerAde, Gu, oranges, bananas, whatever. Consider asking your volunteer(s) to provide their own aid station set-up and take-down.
- ◆ *Finish line.* Mark it so runners know when they've finished. Have at least two timers going; you may be very glad you've got a backup. Consider using the big clock. It helps to have at least two volunteers at the finish: one to call out bib numbers or hand out Popsicle sticks, and one to write down finish times and names. Clipboards can be handy. Have forms ready to write down finishers and their times.
- ◆ *Finish area.* Provide water, PowerAde, cookies, fruit, whatever. Don't forget cups. You can use the same tables (or pickup) you used for registration. You might want a knife to cut the fruit. Have trash bags handy. Pop-up tent canopies are available to provide protection from the elements.
- ◆ *Awards.* Runners don't stick around real long after a race. Consider when/how to give out awards/prizes. Make sure the winners get them before they leave. Certificates to every finisher?

After the race



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- ◆ **Results.** If your race is RCN sponsored, it is a requirement to submit your results to the Fairbanks DailyNews-Miner and to the RCN website preferably on the same day as the race but no later than the following day.
- ◆ *Clean up your course.* Take down any signs or other markers. Stow away the aid stations. Make sure trash is picked up. Take down any posters or other announcements of your race.
- ◆ *Volunteers and sponsors.* Consider rewarding your volunteers with something. Thank your sponsors if you have any.
- ◆ *Suggestions for next year.* Write down all of your good ideas for doing an even better job next year!



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CONTACT POINTS FOR 2008

Race director's liaison, for guidelines, waiver forms, and other questions:

Gary Pohl, RCN Calendar and Events Liaison

gpohl@uskh.com

Work: 452-2128

Home: 479-8290

For RCN membership list:

Liz Anderson, RCN Membership Liaison

lizzyb32@yahoo.com

Home: 451-0498

To turn in race profits:

Bev Weis, RCN Treasurer

bweis@alaska.com

Home: 457-3208

Work: 455-4949

RCN clocks, timers, equipment trailer:

Keith Pollock

blackdog@ptialaska.net

Running@RunningClubNorth.org

To report race results OR to notify people of race cancellations or changes:

Fairbanks Daily News-Miner

Bob Eley, Sports editor

Phone: 459-7581

Sports hotline: 456-8333

beley@newsminer.com

To report race results OR notify people of race cancellations or other changes on the RCN Web site:

Webmaster

Results@RunningClubNorth.org or

Running@RunningClubNorth.org

To obtain insurance forms (especially for races on UAF property):

Jenny Mahlen

RCN Insurance Liaison

charjen@gci.net

Home: 474-0483



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T-shirts, waterbottles:

Great Alaskan Shirt Company 474-9446

Trademark Screen Printing 456-3777

Entry forms/graphics:

Date-Line 479-3831

Awards/Engraving:

Atta-Boy Awards 488-2132

Award Makers 456-8661

Trophy and Sign Cache 479-5202

Outhouses/Port-a-potties:

Horizon Services 452-1480

Bibs:

Electric City Printing 1-800-277-1920

<http://www.ecprint.com>

Patches/Age-group award medals:

C. Sanders Emblems 1-800-336-7467