

Running Club North Event Information Form

RCN Sponsored Events

Race directors: PLEASE COMPLETE AND RETURN THIS FORM AT LEAST 30 DAYS PRIOR TO YOUR EVENT. Mail to: RCN Events, PO Box 84237, Fairbanks, AK 99708.

Event name: _____ Event date: _____

Race director (**MUST be current RCN member**): _____

Phone number(s): _____ Email address: _____

Entry fee charged?

No

Yes

If yes, please note the following:

1. RCN must be listed as co-sponsor if other organizations are involved.
2. Checks must be made out to RCN.
3. All checks must be itemized and cash should be counted and delivered to the RCN treasurer, ready for deposit.
4. RCN will reimburse the co-sponsor.
5. Returned check charges will be deducted from fees collected prior to reimbursement.

Donation requested? Y N Charitable cause: _____

Course description. Describe course or attach map of route.

Safety Plan.

1. List and describe any hazards associated with your course (major road crossings, darkness, trails, etc.).

2. Winter races only:

- a. Is there a place for participants to warm up after the event?

Yes (location: _____) No

- b. Do you have a temperature cutoff?

Yes (temperature: _____) No

- c. What measures will you take to ensure that all participants return to the finish/start area (e.g. no lost or frozen runners)?

3. Summer races only:

- a. Will you have water/aid stations?

Yes (show locations on map or indicate in description) No

- b. What measures will you take to ensure that all participants return to the finish/start area (e.g. no lost runners on trail runs)?

Race Needs

Please check if you need any of the following items from Running Club North to be used at your event:

- | | |
|---|-----------------|
| <input type="checkbox"/> Seiko hand-held timer | |
| <input type="checkbox"/> Chronomix clock | |
| <input type="checkbox"/> Bib numbers | How many? _____ |
| <input type="checkbox"/> Mile and/or kilometer markers (circle) | How many? _____ |
| <input type="checkbox"/> Water jugs | How many? _____ |
| <input type="checkbox"/> Table | |

An RCN board member will contact you to make arrangements for pickup of the items you requested.

Race Director Checklist

Registration:

You must use the RCN Event Signup Sheet with the waiver on it (provided with this document—feel free to make as many copies as you need).

Pre-race/event instructions:

You must discuss safety issues with participants prior to the start. This includes things like traffic, road crossings, particularly icy spots on the course, etc.

NOTE: It is a requirement of the insurance company that provides liability insurance to RCN that dogs, strollers/baby joggers, bicycles, skateboards, rollerblades, and the use of headphones and music devices be prohibited during races and training events.

Post-race/event:

Please remember to:

- Pick up all signs, arrows, and other course markings. It is important for RCN to be a “good neighbor”. Clean up any trash around the start/finish areas.
- Thoroughly clean any RCN jugs—especially if they contained sports drinks or other non-water beverages.
- Return all items borrowed from RCN—timer, jugs, tables, etc.
- Submit race results to:
 - RCN webmaster: results@runningclubnorth.org
 - Fairbanks Daily News-Miner: sports@newsminer.com
- Send the original RCN Event Signup Sheet(s) to RCN Events, PO Box 84237, Fairbanks, AK 99708. This is very IMPORTANT, as it is a requirement for insurance coverage.

Thanks for all your help in making Fairbanks a premier running community!