



September 4, 2018

**Dear Race Director and Event Organizers:**

It's time once again to plan our annual events calendar. We need your cooperation in planning the **2019 Running Club North Events Calendar**. It is our goal to have most of the events on the calendar before the RCN annual meeting. Providing your event's information early will register your event for the calendar, and help enable us to make corrections or resolve conflicts at the meeting. We want to be sure that everyone who has an event gets on the calendar.

This year, we will continue as started last year by making the process faster, easier and more integrated through the use of an online **Calendar Event Application** on the RCN website at <https://www.runningclubnorth.org/calendar-event-application/> where you will be prompted to provide your event information. Red asterisk fields are required information. Please note that the form allows for both a standard and early start time. Most events have simply one start time, but there are several which offer an early start for slower runners and walkers. After you have completed and submitted the form, you will receive an auto-reply acknowledging receipt of your application.

It is not necessary that all information be finalized at this time, however, we do need to know that you want your event on the calendar and what your preferred and alternate dates are. As in the past, annual events with traditional dates will be given priority. It is important that an alternate date be listed in case of any conflict with another event. Inclusion of new events in the calendar may be requested. The dates for new events should not conflict with any RCN event. You may call to discuss your event before or during the meeting. If canceling or discontinuing your event, notify the newspaper and the RCN webmaster by e-mail at [running@runningclubnorth.org](mailto:running@runningclubnorth.org)

Please note that submission of the online **Calendar Event Application** is the first step in scheduling, planning, managing and completing a safe and successful event. Please review the resources and documents on the RCN website at <https://www.runningclubnorth.org/race-directors/> to learn more.

**The RCN annual membership and calendar meeting will be held on Thursday, October 11, 2018, 6:30 PM at the Alaska Dog Musher's Association Hall at Mile 4 Farmer's Loop Road.** Refreshments will be provided. *It is critical that you or your proxy be present at the meeting as there are many events and limited dates available and conflicts are best resolved with all parties present.* A copy of the race guidelines will be available at the meeting. For RCN race directors, review the guidelines and respond to any information requested. For non-RCN directors, a review and adherence to the guidelines will ensure your inclusion in the RCN calendar. RCN would like to thank all the race directors for organizing your race or event.

If you have questions or suggestions of any type, or problems completing the online form, please contact me directly.

Important! Please note that my e-mail is also now migrated to the runningclubnorth.org domain, so please update your contact information for me.

Thanks, and happy trails!

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