

# RUNNING CLUB NORTH

## RACE DIRECTORS' GUIDELINES



A toolkit for directors of small and medium races

### Overview

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

RCN can be contacted for guidelines and procedures for races (see page 7 Contact Points for names, addresses, and phone numbers); other resources are available on our website [www.runningclubnorth.org](http://www.runningclubnorth.org).

Important Notice: RCN events are those owned and managed by RCN. RCN events are approved by its Board of Directors. Non-RCN events are events owned and managed by others. RCN events will be given priority for use of RCN owned equipment and exclusive use of RCN owned specialized equipment as indicated herein.

### Planning ahead

#### 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

It is important to get the word out about your event. RCN publishes a calendar that is posted on the RCN website ([www.runningclubnorth.org](http://www.runningclubnorth.org)). To have your event listed, it is necessary to submit 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. It is important, however, to submit your event application prior to the mid-October RCN Annual Membership and Calendar Meeting.

RCN also has a "list serve" which may be used to send e-mail announcements to the RCN membership. To send notices, send them to [running-club-north-l@lists.alaska.edu](mailto:running-club-north-l@lists.alaska.edu). A moderator will review your message and send it out promptly. See <https://www.runningclubnorth.org/contact/> for RCN Listserve sign-up link.

Events may also be placed 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

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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 the RCN Webmaster. 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.

### 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 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.

### RCN Event Information Form

You must submit an event information sheet to RCN at least 30 days prior to your event! The form is important as it identifies any equipment needs you will require from RCN (timers, clocks, etc.), and is related to insurance coverage of RCN events

### 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 may use the RCN "list serve" where approved notices can be sent to our membership via e-mail to recruit volunteers. 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.

### Food and drink

Consider what to provide along the course and at the finish. Water, Gatorade, banana chunks, cookies, what-have-you.

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### 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. Any profit from RCN sponsored events that are not designated for another charity goes back to RCN (give it to the treasurer). For RCN event race directors who don't charge a race fee, they can seek reimbursements for legitimate race expenses for up to \$50.

### 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 1,000 participants. RCN must charge this fee in order to help with the cost of maintaining these clocks. Surplus RCN race numbers (bibs) from completed events are often available if you request to use them.

RCN has automated external defibrillators (AED) available for Running Club North events only, however, use at your event will require a CPR-certified operator. RCN will provide first aid kits for RCN events upon request. It is mandatory to have an AED at all RCN events that take place at tracks. It is highly encouraged for race directors of RCN events to have AEDs and first aid kits available at the finish line. At the very least, race directors must consider these items when developing their safety plans. Safety plans must take into account expected emergency response times, length and type of races, etc. RCN will attempt to either hold or facilitate periodic CPR certification courses.

### Insurance requirements

To have RCN's insurance cover your race the following are required:

- The race must be designated an RCN event as approved by the RCN Board of Directors. Non-RCN events shall be responsible for their own insurance,
- The race director must be an RCN member,
- The race director must send in or complete online (see RCN website) the event information form at least 30 days in advance, and
- RCN guidelines must be followed.

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*Important:* RCN insurance does not cover any accident involving:

- Wheels (bicycles, skateboards, skates, and baby joggers),
- Dogs or other animals,
- Participants wearing headsets, or
- Multi-sport events.
- Man-made obstacles.

Dogs, man-made obstacles and multi-sports are not allowed on the race course for any RCN events. For the other items, it's strongly suggested that you do not allow the above in your race. On RCN events the race directors shall have the authority to disqualify participants who jeopardize safety, such as bringing dogs to an event. If the race is on UAF property, you will need to make sure the proper insurance forms are submitted.

### Safety Plan

Safety is the most important consideration of any event, and race directors must assess the potential risks which may be present. *A safety plan is strongly encouraged for RCN events.* Risks can include, but are not limited to:

- Traffic: If the event is on vehicular ways, be sure that any required permits are obtained and include provisions for eliminating conflicts between runners and motor vehicles.
- Terrain: Assess route conditions and hazards in the course and advise runners prior to the start of the events.
- Remoteness: Certain trail events will traverse through remote areas not accessible to vehicles. Assure that trails are well marked and in general a "sweep" is highly advisable to assure all participants complete the event safely.
- First Aid/AED: A first aid kit should be present at all events, and more than one may be required based on route and location. A first aid kit and an AED unit with trained personnel are strongly recommended at the finish line. AED units are mandatory for RCN events that take place at tracks.
- Medical Personnel: Consider having volunteer medical personnel available.
- Communication: Establish a line of communications in the case of emergency, which may include notification at water stops and race check points by runners and communication with cell phones.

A written safety plan and checklist is a good idea! Please refer to the following link at the Road Runners Club of America for additional guidelines and examples:

<http://www.rrca.org/resources/event-directors/guidelines-for-safe-events>

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### Day of race – start early!

#### Sign-up

For RCN events, runners must sign a waiver, which can be printed across the top of the sign-up sheet. Non-RCN events should also require waivers. 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, chalk, surveyor's tape, flagging, signs. Plastic plates stapled to survey lathe. If possible, mark each mile. 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

Water is important. Aid stations should be provided at least every 3 to 4 miles or so depending on logistics, course difficulty and time of year. 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 – Gatorade, Gu, oranges, whatever. Consider asking your volunteer(s) to provide their own aid station set-up and take-down. First aid kits are strongly recommended at remote aid stations.

#### 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.

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### Finish area

Provide water, Gatorade, 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 always stick around real long after a race. Consider when/how to give out awards/prizes. Make sure the winners get them before they leave.

## After the race

### Results

Turn in results to the News-Miner and to the RCN website on the same day as the race.

### 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!

### Reasons to turn in race results!

*Motivation:* Many runners enjoy seeing the results and how they compare to their fellow runners and previous personal times. New runners in particular can be encouraged and motivated by the metrics of seeing their results in the context of the overall event.

*Documentation:* Participation in fitness plans is being offered by many employers, and proof of finishing events is required to obtain points or credit towards reduced insurance costs or bonus awards.

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## CONTACT POINTS FOR 2016-2017

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

Gary Pohl, RCN Calendar

[calendar@runningclubnorth.org](mailto:calendar@runningclubnorth.org)

Cell: 388-8085

*For RCN Website postings and notices, including race results:*

Ed Debevec, RCN Webmaster

Keith Pollock, RCN Webmaster

[akdebevec@gmail.com](mailto:akdebevec@gmail.com)

[kpillockak@gmail.com](mailto:kpillockak@gmail.com)

*For RCN membership list:*

George Berry, RCN Membership Liaison

[gcberry@att.net](mailto:gcberry@att.net)

*To turn in race profits:*

Devin McDowell, RCN Treasurer

[devin\\_mcdowell@hotmail.com](mailto:devin_mcdowell@hotmail.com)

*RCN clocks, timers, equipment trailer:*

Keith Pollock, Equipment Manager

[kpillockak@gmail.com](mailto:kpillockak@gmail.com)

Home: 479-0779

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

Fairbanks Daily News-Miner

Danny Martin, Sports Editor

Phone: 459-7581

[dmartin@newsminer.com](mailto:dmartin@newsminer.com)

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

Amber Barlow, RCN Insurance Liaison

[abarlow5@alaska.edu](mailto:abarlow5@alaska.edu)

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### Other Resources

Just a partial list, others are available

#### T-shirts, Waterbottles

Great Alaskan Shirt Company 474-9446

Trademark Screen Printing 456-3777

#### Entry forms/graphics/printing:

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>

Rainbow Racing 1-800-962-1011

<http://www.rainbowracing.com>