RACE PLANNING

1. _____No first year races will be included in any SRRC Series (effective 2004).

2. _____The race date and location have been selected to minimize conflicts with other races or events.

3. _____ Race purpose, financial goals, size, and target are clearly defined.

4. _____Pre-race, race day, and post-race checklists have been prepared which include required tasks and due dates and assigned personnel.

5. _____Equipment and supply requirements and their sources are listed.

6. _____A detailed budget exists, listing all projected sources of revenue and expenditures. For races benefiting charities, the percentage of total receipts that is donated is available upon request.

7. _____The appropriate departments in all local governments and public utilities, in municipalities affected by the race, have been contacted and required permits obtained to ensure availability of public streets and facilities (i.e., police, public works, park districts, schools, etc.).

8. _____Adequate liability coverage has been obtained.

9. _____All key personnel and volunteers receive specific training or instructions related to their functions. Races should have enough volunteers to cover all aspects of the race (finish line, water stops, course marshals, mile split timers, registration, etc.).

10. _____Registration forms are submitted to Race Director Liaison for approval prior to printing. This registration form may be included in the newsletter for a fee.

11. _____Registration forms are available at least eight weeks prior to the race and an electronic copy of the application is forwarded to the SRRC's web site coordinator.

12. _____The Race Director for SRRC Club Races must meet with the SRRC Board of Directors at least eight weeks prior to their race to submit a proposed budget and preview the race. The budget should include any recommended charitable contributions for the Board's approval.

13. _____The responsibilities of all sponsors are clearly defined and what they will receive in return is specified.

14. _____Race management records and reports are preserved from year to year and passed on to subsequent race directors.

COURSE

15. _____Course design minimizes traffic congestion and allows access to local businesses, residences, and community services. The SRRC should be consulted for the design of a new course.

16. ____Consideration should be given to designing a course that would provide participants with a new experience for a race.

17. ____The race start time is appropriate for the time of year and length of the course, and is set to avoid running during unsafe conditions. Races should also not be too early as to discourage out-of-town participants.

18. ____The course has been measured accurately. (the SRRC will assist in measuring courses for only SRRC owned races)

19. ____Marshals, cones, or direction signs/paint are located at each turn/intersection.

20. ____The number of marshals is adequate to ensure that runners can follow the course safely and accurately. Police should not be used as marshals.

21. ____Police or adult marshals are located at busy intersections to direct traffic.

22. ____Each mile point of the race is clearly marked before race day. On race day, SRRC mile marker signs are placed at each mile.

23. ____A digital clock, or a person calling out split times loudly and clearly, is located where race director's deem necessary. Races 10k or longer should have a clock or person at significant points in race (i.e. mile 1, 1/2 way point, 5 mile, 10 mile, mile to go, etc.).

24. ____There is a lead vehicle or biker, with a driver or rider familiar with the course, which follows the course exactly. Ideally this would be a police vehicle.

25. ____There is a vehicle following the last runner/walker.

REGISTRATION

26. ____Registration forms include the following information in this order: first name, last name, date of birth, age, sex, street address, city, state, zip code, phone, e-mail, and t-shirt size.

27. ____Entry forms should provide ample space for registrants to type or write their information.

28. ____Entry forms should include to whom the registration check should be made out, as well as the complete address to where the registration form and fee should be sent.

29. ____Entry form portion of race application should be able to be cut or detached from the rest of the application so a participant can retain relevant race information prior to the race.

30. ____Race directors are strongly encouraged to provide online registration for their event.

31. ____SRRC members receive at least a $1 discount on their entry fee for any race within the Point/Participation Series. It is the race director's discretion whether to offer the SRRC discount to race day registrants.

32. ____Entry forms include check-off for SRRC Scholarship fund (donate SRRC discount back to club and/or ask for extra donation from runners).

33. ____Registration forms contain a liability waiver that must be signed. If the athlete is under 18 years of age, a signature from the athlete's parent or guardian permitting participation is required. All applications should be reviewed to ensure that they are properly signed by participants.

34. ____"Springfield Road Runners Club" is included on the liability waiver, spelled out, not abbreviated.

35. ____Registration closes at least fifteen minutes prior to the start of the race.

36. ____Race day registration policies are clearly stated in promotional materials if registration is limited.

37. ____Packet pickup should be available at least the evening before a race as well as on race day.

38. ____In a race packet, all runners should receive a race number (bib) and four (4) safety pins, race instructions, information about post-race activity, and other relevant information.

39. ____All race bibs should have numbers, which correspond to the bib number or timing system being used, to assist in computer entry (provided by the SRRC for SRRC races only).

40. ____If runners receive T-shirts, they are available in small, medium, large, and extra large sizes. Requested sizes are reserved for all pre-registered runners.

41. ____T-shirts and other premiums are available for all pre-registered runners and all volunteers.

42. ____SRRC is given the opportunity to include SRRC materials in all runner packets.

43. ____Other SRRC Series races are given the opportunity to place race entry forms in all runner packets.

44. ____A course map is available to all runners, ideally in a runner's packet.

45. ____A race packet bag should be provided to each runner so all race materials can be easily transported.

46. ____Race entry forms and other race information clearly state that dogs, baby strollers, bicycles, in-line skates, roller skates, scooters, and other wheeled vehicles are not allowed on the course.

47. ____All race entry forms of registered runners, including the signed liability waiver, should be retained by the race director for at least one year.

48. ____The following information is provided on the registration forms and optionally in other promotional materials:

____ race location

____ date

____ distance(s)

____ start time

____ contact phone and address

____ course description

____ limitations on registration or premiums

____ exact registration times and locations, including race day

____ SRRC age groups

____ runner premiums/awards–# of awards per age group

____ how runners can obtain results (SRRC website will list results)

____ parking and transportation information

____ status as a SRRC Series Race

____ if more than one distance, the 'points' race should be identified

____ SRRC Logo or "Springfield Road Runners Club" prominently displayed

____ SRRC website address

____ discount for SRRC members (at least $1)

____ Check-off for SRRC Scholarship fund (donate SRRC discount back to club and/or ask for extra donation)

SETUP

49. ____Race director is responsible for ensuring that all race related equipment (finish chutes, clocks, mile mark signs, coolers, traffic cones, p.a. system, etc…) is checked out from SRRC equipment manager and delivered to race course in ample time to set up course on race day.

50. ____Functioning toilets should be provided near the registration area of all races.

51. ____Mile marker signs should be placed at all mile points prior to race.

52. ____Water stations are located at the race start and finish and at least every 2-1/2 miles on the race course.

53 ____Enough volunteers should be stationed at each water stop to adequately handle pouring of water, handing of water to runners, and clean up of water station area.

54. ____Enough pre-poured water and cups are provided so that the last runner at each station and at the finish line has water available.

55. ____Course marshals should be positioned on course prior to the start of the race

56. ____Individuals who are mile mark timers should be at the start of the race in order to start their watches, then taken to their mile mark position in a vehicle in front of the lead vehicle.

57. ____An ambulance, hospital, or medical personnel are located at the finish line or on the course.

58. ____A hospital has been designated to which medical problems will be sent.

START and FINISH

59. ____The starting and finish lines are clearly marked on the ground by tape, paint, or chalk.

60. ____A sound system is used to ensure all runners can hear pre-race instructions and the starting commands at start line.

61. ____All runners should be reminded to place race bibs in front, clearly visible for finish line volunteers.

62. ____Runners should be reminded that faster runners should be positioned in front of other runners at the start.

63. ____Walkers are instructed to line up behind runners or have a separate, later start.

64. ____The start and finish areas are kept clear of non-participants.

65. ____Start the race at the advertised time.

66. ____To avoid a false start, the method of starting is explained and a countdown is not used within 30 seconds of the start.

67. ____At a minimum, the first 200 meters of the race maintains a constant width so runners are not funneled together.

68. ____The finish chute is adequate so no one is ever backed up in front of the finish line.

69. ____A digital clock is provided at the finish line to display runners' finish times.

70. ____Adequate means are provided to ensure accurate timing of each finisher.

71. ____Race Director is responsible for the return and check-in of all equipment, in an undamaged fashion, to the SRRC Race Director Liaison.

RESULTS and POST-RACE

72. ____Results and awards will be figured using SRRC age groups, which are as follows:

Male and female: Overall, Masters, 14 & under, 15-19, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69, 70+. (Races not owned by the SRRC may adjust the age groups as necessary)

73. ____The race director has the discretion to add additional age groups beyond SRRC standards (e.g. 10 & under, 11-14, 75-79, etc.).

74. ____Awards are given to, at a minimum, the overall finishers per gender, the first Master per gender, and the first finisher per gender in each age group. Overall and Masters winners do not receive age group awards and are removed from the results for the purpose of determining age group awards. If money is incorporated, only Masters winners may collect multiple cash awards (i.e. a Masters winner may collect an overall purse and Masters purse). The amount and level of the monetary award is left to the race director/committee. It is strongly advised that before giving cash awards to seek advice from the SRRC Board of Directors (if a SRRC race).

75. ____The awards ceremony should take place as quickly as possible once the awards are computed and an awards report is printed.

76. ____To the extent possible, overall reports should be posted in the awards ceremony area.

77. ____For races not using SRRC scoring, submit one copy of overall results, awards results, and age group results to SRRC within 48 hours of the race date, in a comma delimited file on computer disk, by website link, or by e-mail. Results should include last name, first name, age, sex, hometown, state, finishing time, overall place, and age group place for all participants. Include overall winners in age group results.

78. ____FAX, e-mail, or deliver race award results (not overall results) to the State Journal Register within 48 hours of race. SJR will publish awards in Saturday sports section.

79. ____Race director should ensure that overall results are forwarded to SRRC newsletter editor for inclusion in newsletter.

80. ____Clean up all areas covered by the race and related activities.

81. ____Recognize all volunteers and sponsors in an appropriate manner.

82. ____Prepare a list of all volunteers and provide it to the SRRC Race Director Liaison.

83. ____Race Director should report any damaged or missing race equipment to the Race Director Liaison. The sponsoring organization of a race is responsible for replacement of damaged or lost equipment.

84. ____Race Directors for all SRRC Club Races should prepare a post-race report, to remain in race organization and SRRC files. This should be made available to current and future race organizers. Report

should include budget, permits, notes, receipts, registration list, results, and any pertinent race information.

85. ____Race Directors for all SRRC Club Races should attend a SRRC Board meeting within two months after race to review their race and submit a race report.

86. ____Runners are discouraged from using portable electronic devices with headphones during SRRC races. Race directors may ban such devices and disqualify offenders where they believe it is necessary to protect the safety of the race participants.

87. ____Have fun!