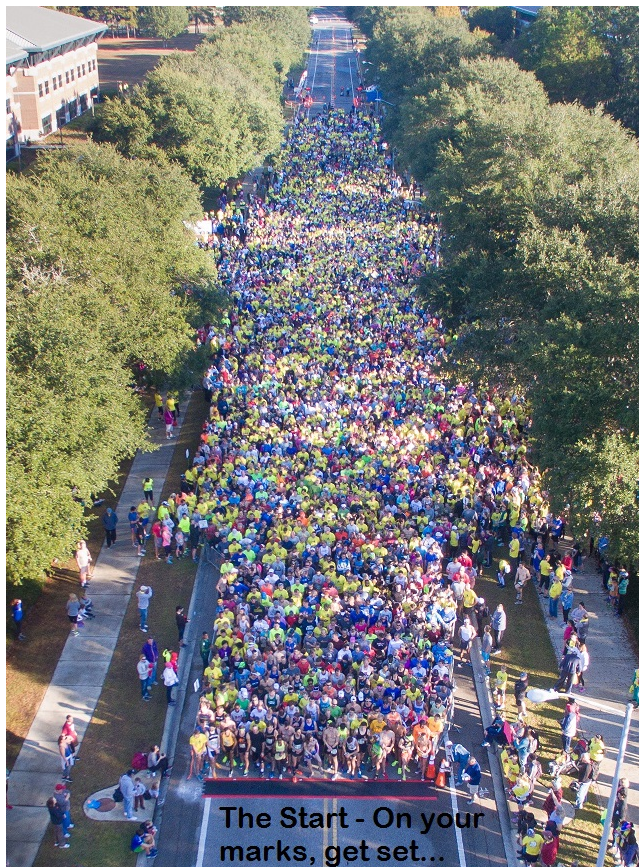




Tallahassee, FL

Gulf Winds Track Club



RACE DIRECTOR MANUAL AND GUIDE

www.gulfwinds.org

Rev. November 14, 2018

PREFACE

Gulf Winds Track Club (GWTC) is committed to encouraging health and fitness through running, jogging, walking, etc. Participating in races is one of many ways to encourage people to pursue these opportunities and to further their love of the sport. Directing a road race can be a fun and challenging experience. With effective planning and good organization, you can make a successful race a reality. However, without those ingredients, it can quickly become a nightmare.

This manual provides helpful guidelines for organizing a quality race. It is not, however, a replacement for experience. It is strongly recommended that you attend and observe other races prior to your race, volunteer with a race director on an existing race, and get an experienced race director to work with you the first time you direct a race. You will find many of GWTC's race directors willing to offer ideas and answer questions and helpful information is also posted on the club's website. The Club also has a position known as the Race Director Coordinator (RRC). Mary Jean Yon is the current RRC and is happy to help answer your questions. Once or twice a year the club offers a race director clinic. GWTC does not, however, take on the task of directing races that are not club races.

A calendar of races is listed in the club's newsletter each month and on the club's website and Facebook page. This calendar is a good place to start getting the word out about your race or to get contact information to learn about other races. HOWEVER, GWTC does not rate, organize or accept responsibility for races other than its own club races. Each race remains the responsibility of the person or organization putting on the event.

NOTE: The list of GWTC officers and the name of the GWTC Race Director Coordinator can be found under the business tab on the Gulf Winds Track Club website at www.gulfwinds.org. If you have questions or suggestions about this publication you may email david@radeylaw.com.

PLANNING FOR A RACE – A (Baker’s) Dozen Hot Tips

1. Start by clearly identifying the person to be the race director. You must have someone in charge who is willing to put in the effort to put on a quality race and serve as the primary point of contact for the race. This person should develop a written plan that demonstrates how the event will be effectively executed.
2. Select a race date that allows sufficient time for planning and matches up with the resources of your organization. Successful first-time races should allow at least six months to plan. Also, make sure your race date is convenient for you, your organization, the director (if not you) and your target audience. Check the GWTC race calendar to determine what races are scheduled on the day you want to hold your event. (<http://www.gulfwinds.org/Calendar/Calendar.asp>) Try not to schedule your race for dates that already have numerous races planned. While this may minimize conflicts with other important races on the schedule, almost every weekend of the year at least one race and sometimes as many as 5 or 6 races are scheduled. Once you select a date, send the name of the race, the date and time, website or Facebook address, registration information, and contact information to the either david@radeylaw.com (David Yon) or peggreff91@gmail.com (Peg Griffin) for the web page and to freddeckx@comcast.net (Fred Deckert) or blott@nettally.com (Bill Lott) for the GWTC Newsletter.
3. Choose a location and a course for the race. Many factors go into this decision. Do you want a flat course? A challenging one? How difficult is the course to monitor and to avoid dangerous traffic issues and direct runners? When choosing a race site, look for an area where there is adequate parking and plenty of room for registration, a finish line, awards presentation, and an area for runners to warm up. Restroom facilities, either permanent; or portable, must be available for participants. In addition, consider electrical needs and availability of water within close proximity to the site. Finally, make sure the course can be accurately and clearly marked.
4. Determine what permits are necessary. Generally, you should check with the City of Tallahassee Police Department and the City of Tallahassee Parks, Recreation and Neighborhood Affairs, the Department of Management Services (state locations), The Sheriff’s Office (county locations) and FSU/FAMU/TCC police (campus locations (add addresses)). Depending on where your race is held there may be other permitting requirements as well.
5. Make a checklist in advance of your event to avoid “forgetting” something on race day. The list should include all the equipment necessary to put on the race, the number of volunteers and where they will be located on race day, each step that must be performed to score runners as they finish and each step necessary to register runners on race day and take care of preregistered runners.
6. Develop a budget for the event that includes all race expenses, such as equipment rental, advertising, permit costs, insurance costs, awards, shirts, medals, law enforcement if necessary, emergency medical care and more. You may be surprised how many expenses there are and how quickly they can add up. The budget should identify the sources of revenue and estimate the totals accurately. Generally, there are only two revenue sources – race entry fees and sponsor

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support. Estimate each of these using realistic methods. Share your budget with the entity responsible for organizing the race. All race directors for GWTC races must present their budgets to the GWTC Board of Directors for approval. This will help assure there is accountability and that everyone understands the financial impact of the event.

7. Decide how much the entry fee for participants will be. In determining how much to charge for race entries consider what other races are charging. One way to gather this information is by looking at the information on the GWTC calendar. Presently, for a 5K to 10K race, \$12-\$20 for preregistration and \$15-25 on race day are typical amounts. Most races offer a “no t-shirt option” for a reduced entry fee. Some races charge more, but higher entry fees may negatively impact race participation.
8. Identify and solicit specific sponsors. There is no set formula for race sponsorships. Each event is unique. Generally, however, you want to present a sponsor with an idea they are pleased to be associated with and want to support. You will want to demonstrate the benefits a sponsor will receive from supporting the race. Make your requests early with plenty of lead time before race day to improve your chances. Don’t hesitate to pursue multiple sponsors as donors are often difficult to recruit.
9. Arrange for appropriate medical care to be on site during the race. Runners can suffer from heat related problems, falls, collisions with cars and other unexpected accidents. Having Emergency Medical Services (ambulance) or trained medical personnel onsite is your best preparation.
10. Identify a volunteer base. A well-organized race requires volunteers for registration, the finish line, monitoring the course, traffic control, and operating water tables on the course, just to name a few. The most important volunteer, however, is the Race Director who is the person in charge and responsible for the event.
11. Make sure you have a liability insurance policy in place, as well as any additional coverage that might be necessary for your event. GWTC requires a demonstration of such coverage to be eligible to be a Grand Prix event and most permitting agencies (City, County, etc.) also require proof of insurance.
12. Be conscious of the impact your race will have on our environment. Clean up so that the areas you use look better after the race than before. Permanent or long-lasting marks (such as paint, even supposedly “wash off” paint) should not be used to mark a course unless specifically authorized by the appropriate entity having authority over the course venue. Avoid using environmentally harmful products like Styrofoam and plastic. And whenever possible – recycle cans, bottles and (if used) plastics. Runners can be forgetful about this rule when it comes to supplement packaging on runs. Just because it is a race does not grant permission to toss wrappings. GWTC has portable recycling containers available as part of the rental equipment inventory to help you achieve this goal.
13. Prepare a plan for dealing with emergencies. Weather extremes, violence against runners or spectators and any other acts that might disrupt the race and pose a grave danger to the runners, volunteers or spectators need to be anticipated with a response plan in place.

GUIDELINES FOR A GOOD RACE COURSE

1. A “good course” is often in “the eye of the beholder.” Runner safety is of course paramount. Tallahassee offers a great variety of terrain and the type of course you choose will be a defining part of the race. The Race Director should decide what type of course will be used (paved, trail, hilly, flat) and then communicate its characteristics to runners. Most runners appreciate interesting courses that minimize traffic. Some races promote “flat and fast” courses, while others pride themselves on being tough and hilly. Many are on paved roads, while many others are on trails or off road.
2. All courses should be accurately measured and identify the mile or kilometer marks along the way. If possible, the course should be measured following procedures of USA Track & Field (“USATF”) so that it can be certified if appropriate. (GWTC Grand Prix courses must be certified unless they are off road courses.) The “Jones Counter” remains the primary recognized device for measuring courses that are to be USATF certified. Car odometers and GPS devices may NOT accurately measure courses. You can find more on measuring and certifying courses at <http://www.usatf.org/events/courses/certification/>. There are few things that disappoint runners more than an inaccurate course.
3. Be aware of the starting and finishing areas and be sure they provide a safe area for runners. Evaluate whether these areas offer enough room to keep runners from being too crowded at the start or backing up at the finish.
4. Safety is critical and traffic is the number one concern when it comes to safety. Very few races are run on streets that have been closed to traffic. Do your best to avoid busy intersections and narrow streets that do not offer a safe place to run unless you have experienced people (police officers or experienced volunteers) to control traffic at these points on the course. Don’t be surprised if the police or other law enforcement officials prohibit you from using certain major roads when you develop your race plan.
5. Mark each mile split on the course in a way that is clearly visible (a sign on a post and chalk on the road are two options) and place the markers out of the likely path of runners.
6. The course should have water stops every 2 or 3 miles (especially in warm weather months), or in the case of a 5K race, near the 1.5-mile mark. Plan your course in such a way as to make this possible.
7. Water should always be available at the start and finish areas. We recommend you provide recycling containers for any bottles, cans or plastics being used (and discourage the use of plastics). If possible, avoid plastic bottles and instead use the 5-10-gallon water coolers and provide paper cups for drinking. These coolers are available for rent through GWTC.
8. The course should be clearly marked so runners can follow it. Most races use chalk dust (also known as field marker) to mark the course and signs, and where possible use arrows to show all turns. DO NOT use paint or other long-lasting material unless specific approval has been granted by the appropriate entity having authority over the course venue.
9. Most often races will start and finish at or close to the same point. If, however, your race is “point to point” and there is a significant distance between the start and finish, you may need to provide

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transportation between these two places. While a point to point course can be fun and attractive to runners, it can complicate a race director's life.

10. Look for a safe place for registration and the awards ceremony that is protected in the event of inclement weather.
11. For a list of USATF certified courses in the Tallahassee area, visit: www.usatf.org/events/courses/search/

RACE DIRECTOR: MAIN DUTIES

The Race Director is the driving force behind any successful race. The Race Director lays out the plan for the race, produces a budget, makes sure all the details are covered and, most importantly, is a decision maker. A good race director finds good people to help and delegates jobs to them. But the director is also the one who will be blamed when things do not go right. If there is not someone willing to take on these responsibilities, you should not move forward with conducting a race.

The Race Director should be aware when a race inconveniences people not in the race and try to resolve issues. Advance notice of the impact on neighborhoods can help. A friendly note in the mailbox or a face-to-face visit by volunteers goes a long way towards calming race day tension.

PERMITS: CHECK THE FOLLOWING AND MORE

You will almost ALWAYS need a permit in order to hold a race. You can start by checking with the following places (this list is not complete and may not always be up to date):

State Office Complex, SouthWood and other state properties
Reservations, Department of Management Services
Phone: 850-488-2074; email Reservations@dms.myflorida.com.
<http://tinyurl.com/prf7fwl>

City of Tallahassee
Sgt. Danielle Davis, Tallahassee Police Department – Special
Operations Division Special Events Form at:
<http://www.talgov.com/tpd/tpd-special.aspx#Special>
234 East 7 Ave, Tallahassee, FL 32303
Email: tpdspecialevents@talgov.com or Daniele.Davis@Talgov.com
Phone 850-891-4625

Allison Behrman,

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City of Tallahassee, Parks, Recreation and Neighborhood Affairs
912 Myers Park Drive
Tallahassee, Fl. 32301
850-891-3866

Races on the FSU campus – contact: Lt. Justin Maloy
Phone: 644-1234. Email jmaloy@admin.fsu.edu
<http://union.fsu.edu/sac/eventplanning/contacts-for-events/>

Leon County; Department of Development Support & Environmental Management
435 North Macomb St., 2nd floor, Tallahassee, Florida 32301
Phone: (850) 606-1300; www.leonpermits.org. Also:
http://cms.leoncountyfl.gov/Portals/0/growth/developmentservices/docs/Temp%20Use%20App%206-2013_IA.pdf

Maclay Gardens State Park
3540 Thomasville Road
Tallahassee, FL 32309
(850) 487-4556

MEDICAL ASSISTANCE

Every race director should carefully consider what type of medical assistance should be available on race day. There is no magical formula, but it is strongly recommended that trained medical personnel be available at all events.

One source of help is the Leon County EMS (LCEMS). LCEMS covers a multitude of events throughout the year, everything from FSU football games to private parties and fundraisers. In all of their events Leon County uses the following guidelines:

We request that you schedule your event at least 15 days prior to the event date that gives us time to staff the event and develop a coverage plan specific to your venue. Events are required by our internal policy to be prepaid; we require all events to be paid at least 10 days prior to the event.

Dedicated event coverage, paid events are staffed with dedicated units. The units will stay at the event for the specified time period and will not leave the event unless a true emergency exists requiring emergency transport at that moment. Otherwise a second unit will be brought in to accomplish the transport of a patient to a receiving hospital and the dedicated unit will stay in place.

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Payment for events can be made by cashier's check, money order, credit card (Visa / MC only) and purchase order for well-established customers where we have a continuous business relationship. Credit cards are the preferred method for the following reason. Generally, we will not cycle a credit card until the day before the event, cancelations are fully refunded with 24 hours of notice, all other cancellations will be billed the minimum charge of \$420.00. If the event cancels with appropriate notice your card will not be cycled and the event can be rescheduled. We do not keep credit card numbers on file so each time the card is used we will request the card number, expiration date, Card Owners Name, Address, Phone Number and email address. We will either snail mail or email your receipt to you depending on your preference.

Each event is specific to the venue used; some events may require preparation of an event safety plan or a communications plan or a site map depending on the size and complexity of the venue. Events that require a permit are handled through the permitting review process and EMS will review the portion of the application where we will be involved. Generally, the larger your event the more lead time is needed for staffing and planning so more than 15 days of notice is recommended.

Lt. Larry H. Frances
Lieutenant / Charge Paramedic
Division of Emergency Medical Services
911-2 Easterwood Drive
Tallahassee, FL 32311
Cell- 850.879.1885
Phone - 850.606.2100
Fax - 850.606.2101
24 Hour Dispatch - 850.606.5808

PUBLICITY

1. Consider developing a social media platform, including a web page and Facebook site. Use these to tell the story of your race! Social media of many types is the best and most cost-effective way to get the word out about your event.
2. Develop a race flyer that describes the race and informs runners how to register. Include a version that can be downloaded from web site. It is helpful to review examples of race flyers from other races. (See current examples under "Race Calendar" on the Gulf Winds website.) Print race flyers and leave copies at local running stores, fitness and athletic stores, gyms, sponsor locations and any place you think would be appropriate. The flyer should be prepared a minimum of 2-3 months in advance of your race.

3. Evaluate the benefit of advertising your event on the radio, TV and in local area newspapers. Most media will run public service announcements, especially if the beneficiary of the event is a nonprofit group. An excellent place for a paid announcement or flyer is the GWTC monthly newsletter, the *Fleet Foot*. Contact the current newsletter Editor (Fred Decker, freddeckx@comcast.net or as listed on the GWTC website or in the current *Fleet Foot*) to make arrangements.
4. Submit details of your race and a copy of the race flyer electronically through the GWTC web page (www.gulfwinds.org) for publication on the GWTC website race calendar. There is no charge for this listing. If you have a map of the course, you should include that too. Runners love to scout out race courses before the big event.
5. Market with your sponsors. Sponsors often have successful methods of advertising. It can be a benefit to the sponsor and the race to jointly market the event.
6. Contact Herb Wills (hwills@gmail.com) at Trouble Afoot (<http://troubleafoot.blogspot.com/>). He has a great calendar and readership.

REGISTRATION

1. It is important to have a system for registering runners for your race, preferably online. Each runner should complete a form and waiver and pay a registration fee. Many races offer online registration through services such as Eventbrite, Active.com or RaceIt. Usually paper registrations are available also.
2. A well-designed registration form should contain the following information and sections:
 - a. The name and location of the event.
 - b. The date, time, registration fees, length of races (5K, One Mile, 10K, etc.), and deadlines for preregistration and mail-in entries.
 - c. Directions as to how to register (where to mail the registration form, how to complete online or on-site registration).
 - d. The name to whom the checks should be paid.
 - e. Sponsor information
 - f. Identify who benefits from the proceeds of the race.
 - e. Description of the Awards: what they are and what categories (top 3 finishers, age groups, etc.) are being used.
 - f. Special features of the event, such as early packet pickup, pre-race dinner, etc.
 - g. Contact information for answers to questions.
 - h. A well drafted waiver.¹
 - i. The registration form should request participants to provide: first and last name; date of birth and/or age as of race day; gender; mailing address; phone number; e-mail address; t-shirt size and no t-shirt option; and signature line with space for the date.

¹ <http://www.rrca.org/event-directors/guidelines-for-safe-events/waivers/>

- j. A clear statement as to whether fees are refundable and if so under what circumstances.
3. Determine how long in advance of the race you want to start accepting entries. For most races with less than 500 participants, two months is fine. If possible, in addition to race day, have a day and location designated for runners to pick up their race numbers and packets. This will help minimize race day congestion.
4. It is recommended that registration and packet pick up on the day of the race start 90 minutes before the race start and stop at least 15 minutes before race start. Race day registration is difficult to execute because it can be complicated getting runners registered and assigned numbers and the data timely loaded for accurate and complete race results. To encourage runners to register before race day, most races will charge a higher registration fee on race day.
5. On race day, set up a separate table near (but not too close to) the registration area where participants can fill out their forms. If possible, have two clearly marked tables to process runners: one for Race Day Registration and one for Pre-Registered Runners.

STARTING LINE

1. Make sure that the starting line is clearly marked before the race.
2. Runners should be organized so that the faster runners line up closer to the front. This will help keep the start organized and reduce the chance of runners backing up or tripping each other.
3. Water and restroom facilities should be available near the starting line. Often races rely on port-o-lets. It is difficult to estimate the number of port-o-lets needed. Four or five is a reasonable estimate for a race of 250. You can find a partial listing of local port-o-let vendors on the GWTC website under the Race Director Resources tab. You might also check out <https://www.unitedsiteservices.com/road-race-and-running-event-restrooms> for one vendor's estimator. Be sure to check your port-o-lets on race day to ensure they are unlocked and equipped with necessary supplies such as toilet paper.
4. After the runners line up for the start, someone should provide last minute race instructions. Instructions should include which side of the road to run on, where the water stops are located, how the course is marked and what to do at the finish line to assure the runner is recorded for results.
5. Historically, runners expected to have their split times called out to them at every mile during the race. If you elect to do this, the timers must be at the beginning of the race, probably about 50 yards in front of the starting line and standing at their vehicle to start their stopwatches before quickly taking off to their assigned mile marker. Cell phone communication with the mile split timers can also be used. With the popularity of running watches with GPS tracking capabilities, this practice of calling out mile splits seems to be diminishing.
6. Many races with large numbers of runners offer "net" finish times and "gun" times. Gun times refer to the time it takes the runner to complete the race starting when the "gun" goes off and ending when the runner crosses the finish line. Net times refer to the time it takes a runner to complete the race starting when the runner crosses the starting line and ending when the runner

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crosses the finish line. Net times are used when it will take runners at the back of the starting pack a long time to get to the starting line. A “long time” is a judgement call for the race director to make, assuming an option for net time is available. It is certainly worth considering when that point exceeds a minute. Net time requires timing to be electronic and for there to be a way to record each runner’s start time when they cross the starting line.

7. The person maintaining the official timing instrument **MUST** be at the START, or in radio or phone contact, so **THE TIMING INSTRUMENT MUST BE STARTED WHEN THE RACE BEGINS**. It is **EASY** for even an experienced race director to forget this important information. To help with this, the person starting the race should confirm that the Timer is ready before starting the race.
8. It is recommended there be a lead vehicle or bicycle to guide the first runner along the correct course. A “sweep” vehicle or bicycle to follow the last runner is also recommended.

AID STATIONS

1. You will need tables, cups and water coolers at each aid station. Attempt to locate aid stations in spots where runners will have good access and the tables do not obstruct traffic or place volunteers at risk. Runners should not be required to run more than 2-3 miles without access to an aid table.
2. Have at least one-two cups of water or sports drink (or both) available per runner per aid station (more on hot and/or humid days). Stations that are located on an “out and back” course will need more water, sports drink, and cups than courses that are “point to point.” For longer races (half marathon and longer), race directors should consider including food or supplements for runners at a few aid stations.
3. Make sure the volunteers at the aid station fill the cups before the runners arrive. One or two 6-8 foot tables are needed to hold the prefilled cups. Ideally, the volunteers working the water table should hand the cups to the runners as they go by. This can be more challenging than expected and practice is helpful. Most runners find it easier to take a cup from a volunteer if the volunteer is moving the cup slightly in the same direction the runner is moving. Fill cups no more than 2/3 full. Paper cups are recommended as they are more environmentally friendly and are easier to drink from than plastic or Styrofoam cups.
4. Have at least one garbage bag at each aid station for the volunteers to use for collecting the used cups and other trash that they will pick up in the vicinity of the aid station. It is very important that aid stations be cleaned up completely.
5. Make sure aid station volunteers know how to get more water or supplies if water or supplies run out.

FINISH LINE DUTIES

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1. Think carefully about the system you will use to record each runner's time and place as they cross the finish line. This can be the most difficult race task and runners are usually very upset if it is not done correctly. Generally, chip timing is easier, more accurate and sends a message that your race is professionally run. All systems must have a way of accurately identifying the start and finish time for each runner, as well as the order of finish for runners. For most races, every runner is given the same start time. As noted above, it is CRITICAL to make sure the person operating the finish line timing device is able to start the timing device used to record finish times at the exact moment the runners start the race.
2. Historically, many races used a Chronomix (or similar timing device) and finish place cards to score the race. The Chronomix is pressed when the race starts and begins recording time. As each runner crosses the finish line, the person operating the Chronomix must press a button to record a time and place for each runner crossing the line and also produces a tape with the information. Immediately after each runner crosses the finish line, they should be given a sequentially numbered finish card which identifies their finish place. The finish card should have a place for name, gender, age and time. Runners must be told to complete and turn in the card at a designated location for race officials to finalize the scouring. To be accurate, the number on the finish card should match the place given by the Chronomix, e.g., the 10th person to cross the finish line should be identified as the 10th place finisher and should receive finish card number 10. If the race is offering age group awards, it is helpful to have baskets identified by age group and gender and to ask the runners to fill in the finish cards and place the cards in the appropriate basket. At some point, these cards are matched up with the place and time produced by the Chronomix and runners are thereby assigned their times and finish places. Finish cards can be ordered through ads in running magazines such as Runner's World, or may be constructed by a creative race director from a computer, index cards or other material. Be sure to use sturdy card stock. Sufficient numbers of volunteers should be recruited to operate the timing equipment, keep runners in order after they cross the finish line, and hand out the finish cards.
3. Some races use race numbers with tear-off strips at the bottom either in lieu of finish cards or as an additional check. These races also must use a Chronomix. The strips are torn off after runners cross the finish line and put on a stringer in order of finish. Some computer software has the ability to scan a bar code on the strip which tells the race organizer the name and address of the runner provided this information has been inputted for each bib number. If scanning is not available, the registration staff should write the entrant's name, gender and age on the tear-off strip before giving it to the entrant. One advantage to the tear-off approach is the finish line crew can retrieve documentation from every runner that crosses the line. Runners are notoriously bad about turning in finish cards after finishing a race. Extra volunteers must be recruited, however, to tear off the strips and place the strips on a stringer in the correct order of finishers. Make sure your volunteers know to handle the stringers with care. Dropped bib strips and/or stringers are the ticket to incorrect race results.
4. GWTC owns an electronic chip timing system, which can be rented (GWTC volunteers will operate the system). Provided a trained GWTC volunteer is available on the date of your race, you may rent the system for a fee of \$100 per race plus \$2 per registered runner, with a minimum charge of \$250. The fee includes race bibs, timing chips and the chip timing equipment. The

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GWTC volunteer will produce an awards sheet and complete results at the conclusion of the race. For additional information or to determine the availability of this system, send an email to peggriff91@gmail.com. There are other finish line timing companies available, but they may be more expensive. GWTC is happy to provide contact information or you can check out the Race Director's Resource page under the Races tab on www.gulfwinds.org. If you are using chip timing, paragraphs 2-3 and 5-7 become much less important or not applicable all together.

5. There should be a finish chute starting at the finish line with a wide entry way and gradually narrowing as runners move away from the finish line. It can be formed with orange traffic cones or stanchions that gradually funnel the runners to a single-file line. The chute keeps runners in order after they cross the finish line and makes it easier to record times and pass out finish cards or tear strips. It is often helpful to have a volunteer assigned to handle the runners and make sure everybody stays in order and doesn't exit early. If a chip timing system is used, the chute should be kept as wide as the width of the timing mats for the entire distance rather than gradually narrowing as keeping the runners in order of finish and into a single file is not necessary.
6. Runners should be kept in order as they move through the chute. Keep them moving through as quickly as possible to avoid any back up at the finish line. Watch out for the mid-pack surge at the finish line. In most races, there may be a large number of finishers who come through the chute in a short period of time. The key is to have a long enough finish chute to be able to keep them in order, but moving until you can tear off their strips or give them finish cards.
7. If you use finish cards, they should be consecutively numbered from 1 through the maximum number of finishers you expect (include a generous "just in case estimate" to be sure you do not run out of cards). Each runner should receive a card after they cross the finish line with their finish place corresponding to the number on the card. Runners should be made aware that they must put their name, gender and age on the card and their best estimate of their finish time. Race volunteers should remind the finishers of this constantly and make sure the runners place the cards in the appropriate box. Set up a table near (but not too close to) the finish area for runners to fill out and turn in their finish cards. If you are awarding prizes by age group and gender, you should have a box for each category and make sure the runners deposit their finish cards in the right box. It is also a good idea to have a person with a clip board at the finish line to record the top 10 finishers with their finish time, name and gender.
8. Assign 1-3 volunteers to the results table to keep things going smoothly and quickly.
9. Try to have race results for the overall winners and age group winners as quickly as possible after the race. The time spent organizing your results allows runners time to cool down; however, if you take too long to process the results, the participants will leave. When that happens, you will be left with the responsibility of getting the awards to the respective winners (overall winners usually don't leave).
10. Equipment such as timing clocks, Chronomix, water coolers, signs, traffic cones and stanchions, safety vests, tables, and chairs can be rented from GWTC by contacting the current GWTC Equipment Manager. You can find a form for renting equipment and the GWTC Equipment Manager's name and contact information online at www.gulfwinds.org under the "Races" tab.

RACE DIRECTOR CHECKLIST

1. Establish a date and time of race (day, month, year)
2. Determine the place of the event, and location of pre-registration and early packet pick-up, if appropriate.
3. Secure all permits necessary.
4. Determine what equipment you will need and where it will go on race day. If you want to rent equipment, contact the GWTC Equipment Manager as soon as possible and make arrangements.
5. Determine how many aid stations you need, where they will be located and what will be available at each station.
6. Establish entry fees and the dates for early and late registration prices to begin and any discount to be offered to runners who wish to select a no t-shirt option.
7. Identify awards: number of awards, age groupings, male/female, and any special awards (wheelchair, race walkers, etc.)
8. Order t-shirts, towels, medals, or other items to be given to each registrant and finisher. When calculating the number of t-shirts to buy, consider the volunteers if you plan to give to them a shirt for volunteering.
9. Determine the system to be used for recording finish times and places for runners and make arrangements to obtain the necessary equipment or timing group. Identify how you intend to communicate the results to participants.
10. Order race numbers (bibs), safety pins, and finish place cards if you plan to use them.
11. Develop a volunteer list and identify each volunteer's assignments/responsibilities. Communicate these responsibilities to your volunteers. Be sure to thank all of your volunteers for their assistance.
12. Assure there will be adequate restroom (port-o-let) facilities.
13. Secure event insurance (always advisable and required if a GWTC Grand Prix race).
14. Identify a registration crew and process, both before the race and the morning of the race.
15. Determine how you will mark and secure the race course for runners.
16. Develop your plan for medical assistance and responses to emergency situations.
17. Develop and implement a media & communication plan to promote the race.

RRCA RACE DIRECTOR CODE OF ETHICS

While the Road Runners Club of America (RRCA) Code of Ethics is not binding on non-RRCA members, it does offer very good guidance and it is recommended that all race directors and sponsoring organizations review it carefully.

The RRCA Race Director Code of Ethics outlines the expected standards of conduct of any person or a group of people that conduct an event, road race, trail race, or other similar type of event that is either for profit or nonprofit and where individuals pay a fee to participate in an organized running

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event. All event directors in the RRCA membership and receiving insurance through the RRCA insurance program must agree to abide by the RRCA Race Director Code of Ethics as follows:

1. Race Directors shall put the safety of runners, walkers, volunteers and spectators ahead of all other aspects of the event and abide by the [RRCA Guidelines for Safe](#) events as much as possible.
2. Race Directors should demonstrate honest communication and not make false or misleading statements to any person or business associated with their event including but not limited to the RRCA, elite athletes, event participants, sponsors, local government, local businesses, and other related parties.
3. Race Directors should avoid business transactions with any vendor or person with a proven history of a criminal conviction against them in accordance with the [RRCA's Criminal Background Check policy](#).
4. Race Directors should conduct all financial transactions in an open and transparent manner, especially when partnering with other nonprofit organizations and when accepting funds or special services from government entities.
5. Race Directors should keep current and accurate records of all financial transactions.
6. Race Directors, who are voluntarily directing a race on behalf of a nonprofit running club, nonprofit event, or other nonprofit organization, should not use their positions to profit personally nor perform business transactions known to represent a conflict of interest with the event organizers, sponsors, vendors or staff.
7. Race Directors who are hired and paid a fee to direct a race or race directors that own a race as a business venture should perform all duties to the specifications outlined in all contracts or agreements with all involved parties including local governments, sponsors, third-party vendors, participants, nonprofit partners such as running clubs, running events, and charity partners.
8. Race Directors should preserve and protect the events assets by making prudent and effective use of those assets as well as accurately reporting on their financial condition, as applicable.
9. Race Directors should not personally utilize the event's assets if the assets are owned by a nonprofit running club, other nonprofit or related partner. Assets include but are not limited to capital assets, contact information, trademarked items, etc.
10. All property and business of an event owned by a nonprofit running club, nonprofit organization, or other partner should be conducted in a manner to further the event's interest rather than the personal interest of any individual.
11. Race Directors should respect the events proprietary information. The Race Director or event staff should not disclose trade secrets, either during or after their employment, association or completion of consulting arrangements, except to individuals authorized by the event.
12. Race Directors should make a commitment to environmental compliance as outlined in event permits. Race Directors should make reasonable efforts to conduct events in a manner that conserves natural resources within the budget of the event.

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13. Race Directors should make a commitment to encourage entrants to follow a “drug free” event policy and Race Directors should have athletes competing to win the event and/or earn prize money attest to being “drug free.”
14. Race Directors must ensure that any alcohol served in conjunction with the event is dispensed and monitored in a manner consistent with safety and adherence to all local, state, and federal requirements.
15. Race Directors should be sensitive to the acceptance of gifts or gratuities attempting to influence decision-making. If there is any possibility that giving or receiving the amenity could be viewed or later construed as a bribe or improper inducement, Race Directors or staff should not give or accept the amenity.
16. Race Directors are aware of local, state, and federal laws that pertain to the event and Race Directors must adhere to all such laws.
17. Race Directors should keep informed and be sensitive about how their event affects the community in which their event is held. Race Directors should share that information with their staff, event committee or interested persons. They should be sensitive to community needs and work in partnership to better the health and wellness of the community and not be disruptive to citizens.
18. Race Directors should demonstrate a commitment to a nonpartisan agenda in the conduct of their event and prohibit discrimination and harassment of participants based on the basis of race, color, national origin, disability, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, economic status, citizenship, veterans, military status, gender identity, gender, or age. USATF has issued a rule of competition related to gender identity and gender transition. The RRCA follows the USATF rule on gender identity for competition. RRCA members and race directors may host women’s only events. Members and race directors are encouraged to allow men to participate in these events upon request, and race directors may have a different time for men. RRCA members and race directors may place minimum age levels on events for minors in accordance with the RRCA FUNDamentals of Youth Running.
19. Race Directors should make reasonable accommodations for adults in accordance with the ADA and USATF rules for athletes with disabilities. Race Directors should make reasonable accommodations for minors with disabilities if the minor is at or above the minimum age to participate in the race.
20. Race Directors are expected to conduct themselves ethically, honestly and with integrity in all dealings. This means principles of fairness, good faith and respect consistent with all laws, permit regulations and or internal policies that govern their conduct with others both inside and outside the community.

RRCA race director members that are found in violation of one or more of the points in this code of ethics may come under review in accordance with the RRCA’s Member Accountability Process found at <http://www.rrca.org/about/governance/>.

CONCLUSION

Producing a race is a lot of work and worry, but it is also a very rewarding activity. The first step is finding a race director who is committed to the task and is either experienced or willing to learn the process. Step two is securing a strong support system including volunteers and sponsors. It is our goal to point you in the right direction with this manual. We strongly encourage new race directors to find experienced directors to help and to learn from. Things happen very quickly on race day and it takes a good eye to slow it down to make sure you don't let something very important move past you. This manual cannot substitute for that experience. But when you successfully raise money for a cause or you watch runners streaming across a finish line having successfully completed your race, you and your support crew will find a great sense of accomplishment. If you move forward, we wish you the best of luck and welcome you to a unique but rewarding club, The Race Directors.

We appreciate your feedback on this handbook. Please let us know how we can make it better.