

Ketchikan Running Club

Race Director's

Guide

This is a general guide for the KRWC run/walk event. We want folks to expect great things from KRC events; if people know what to expect from KRWC we will maintain our membership and create fun community events. Help to ensure success by following this guide as closely as you can.

PLAN, DELEGATE, COMMUNICATE—these are the keys to a successful race direction. Don't do everything—share the load. Use the membership list to identify people for specific tasks. Oh yeah...don't panic, most everything will work out fine!

1. ATTEND KRC board meetings—attend one meeting, at least a month prior to the event you are directing, to obtain budget, materials, and information. Also attend the meeting that follows your event to help us debrief and to return forms and other materials. Contact KRC Board President for date and time.
2. Obtain a race director's packet of information including a membership telephone listing.
3. Verify race date with Board of Directors (BOD). or with club president.
4. Verify course design with BOD.
5. DOT, and or Forest Service permits/insurance needs to be in place, and on file 30-45 days prior to race. KRC Board President will advise of process.
6. Troopers, EMS, and Police need to be notified of race 30-60 days in advance.
7. Get course, and start/finish point approval from any concerned parties.
8. Arrange for measurement of the course for each planned event (ask current Running and Walking Club President)
9. KRC events should always include a 1-mile fun run (or try a ½ mile, ¼ mile relay!) that occurs prior to the start of the longer event so that parents may run with children. It may also occur after the end of the longer run if necessary.
10. Consider traffic issues and whether traffic safety officers should be notified.
11. If T-shirts are planned for the event, arrange for the design and printing well ahead of time (ask current Running and Walking Club President). Have KRC shirts available for purchase. If out of stock, have order forms available.
12. Awards:
 - a. A very important part of club events.
 - b. Obtain award-company catalogs if needed (BOD).
 - c. Hallie Kenoyer (225-8697) makes beautiful buttons and may be helpful with many other art-related needs.
 - d. We like to have all youth earn an award for participation.

- e. We like to recognize newcomers with a certificate, button, medal or other award.
- f. We like to award the winners in each of the following categories (if applicable to the event):
 - i. Fun Run divisions (5 divisions): 06, 7-11, 12-15, 16-18, 19+.
 - ii. Race divisions (15 divisions): man's overall, women's overall, male and female master's (40+), and male and female in the followings age groups: 0-15, 16-18, 19-29, 30-39, 40-49, 50+.

13. Refreshments:

- a. A critical component of a fun KRWC event (get \$ from treasurer, or keep your receipts reimbursements).
- b. Water and diluted Gatorade should be available, with plenty of it (the last people finishing should still have ample refreshment).
- c. Apples, oranges, bananas, all cut up and ready to go.
- d. Muffins, bagels, good cookies.

14. Race numbers and an index card number system are used. Runners will be handed a card with their place number as they cross the finish line. They will be told their time, and will be instructed to fill in other details on the card. The card is then placed in a corresponding age-group-labeled can. A volunteer then posts the fastest times by age group on the results board for all to see. A results form should also be filled out so that a news article can be written and records can be kept.

15. Publicity

- a. A race flyer with all pertinent information (time, date, distance, location, awards, special features, sponsors, course map,) should be produced and mailed to members on the club mailing list. The flyers should also be posted around town; Parks and Rec. will post flyers at the Rec Center.
- b. A banner may be available to advertise upcoming races—check with the BOD.
- c. Notify the Ketchikan Daily News (the sports editor and Hall Anderson (photos), 225-3157). They will run a sports “in brief” article for races when notified. Please don't forget this!
- d. Ask Parks and Rec. (225-9579) to include the event in their sports page calendar of events.
- e. Ensure the event is published in the KRC website: email to current Running and Walking Club President for inclusion on the KRC web page.
- f. Arrange for radio advertisement when possible. There are four stations in town and most are willing to do public service announcements.
- g. With board approval, you may run a race advertisement in the newspaper with the KRWC logo
- h. Consider a pre-registration table at the mall or other popular location, with flyers, membership forms, and registrations forms.

- i. Write a brief summary of the race, and provide an organized tabulation of the race results according to the age group divisions to the KDN Sports Editor. This should be done within two days of the race, and if not delivered or emailed by 1:00PM Sunday after a race or the results most likely will not make Monday paper. Please make sure your race participants understand this aspect of media/and time delay. Sports edits need days off too.
16. Arrange personnel (use membership list) for the following
- a. Race registration (2 or more)
 - b. Water station/s (2 or more)
 - c. Course preparation (direction signs, mile markers, safety cones) –Call current Running and Walking Club President. We sometimes borrow cones for longer races from DOT 225-2513
 - d. People to use timers (at least 2) we can borrow a computerized timer/printer from the Kayhi XC team coach Dan Ortiz. It makes result tabulation much easier and more accurate
 - e. Set –up of start and finish areas (make a finish chute with survey flagging), and clean-up
 - f. Finish line result recorders, finish card handlers, and results processing according to divisions
 - g. T-shirt purchase and distribution
 - h. Membership recruitment, forms processing and \$ collection
 - i. Course map when helpful
17. Equipment and materials
- a. Tables for registration, display of awards, membership, refreshments, t-shirt sales
 - b. Water coolers (Parks and Rec.), cups, ice
 - c. First aid kit
 - d. Portable microphone
 - e. Flagging (bright vinyl ribbon) to mark finish area, or to direct movement
 - f. Timing devices (KRW C)
 - g. Forms (BOD mtg.)
 - i. Registration
 - ii. Finish line results
 - iii. Final tabulation by divisions
18. Thank you notes to sponsors, cooperating agencies/businesses and some prize /recognition for all volunteers
19. Remember to delegate—wider participation makes a better and stronger club that we all take pride and ownership in
20. You're awesome and you are appreciated!!! Our community needs and greatly appreciates positive and fun sporting events!