



Pikes Peak Road Runners  
Race Director's Manual

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## **INTRODUCTION**

In preparing this manual, emphasis was placed on the basic procedures that our running club uses in the majority of its races. Most of the information in it is the result of those procedures. Pikes Peak Road Runners (PPRR) has access to excellent race manuals that provide in-depth guidance and information on various types and sizes of races. For larger races, the reader is advised to use the manuals listed at the end of this manual under "Sources."

While parts of this manual might seem to address only the races we do for organizers, it will also serve those which we do for our own club. It just means that the PPRR Race Director will have to do--or assign to be done--all the functions associated with a race. While the information should provide most of the guidance needed, each race might possess certain characteristics that the race director needs to accommodate. In addition, depending on the race, some of the information will not be needed or will need to be modified.

In order to facilitate things that should be done, checklists are provided. These checklists provide reminders on many of the items that are discussed in the manual. However, for a specific race, one might need to add something not usually required.

If you are a beginning Race Director, ask experienced members to be your mentors. There is no reason for you to spend sleepless nights wondering what to do and when to do it.

## **THE CONTRACT**

When we assist an organizer in a race, the contract spells out what we do and what the organizer does. The club's Race Coordinator will furnish you, the Race Director, with a copy as soon as possible after the contract is signed, preferably three (3) months before race day for an established race, and for a new race, as soon as possible. As information about the race is accumulated, a three-ring notebook with pockets can be kept, added to as the years go by, and given to the next director. (If this is an established race, obtain all the information on the race from the previous director.)

Study the contract. Once you know the conditions specified in it, develop a checklist or get an existing one. After you have done this, meet with the organizer's representative and go over the items in the contract (and checklist) point by point. This will decrease the possibility of any misunderstanding concerning each other's responsibilities. If you use the checklist, designate each as PPRR's or organizer's item. When completed, make a copy for the club and the organizer. It may prevent problems on race day, such as: "But I thought you were furnishing all the cups."

Do you have a race committee (results, course, finish line, etc.)? If you wish, you could have them attend meetings with you. It is advisable to communicate with your committee before the meeting concerning which items each will address and to obtain agreement on them. This will prevent conflicting opinions being given at the meeting.

### **PRE-RACE RESPONSIBILITIES CONCERNING RACE VENUE**

In Colorado Springs, courses may be located in or on the following: city parks, city streets, school property, county land and roads, federal land, and, occasionally, private property. In any case, permission must be obtained from all private or governmental entities involved. Furnish the organizer with a map of the course at the time of the request. The person responsible must be sure that the following are confirmed: date and time, race venue (this includes the course and all areas needed for the race), all permits, and availability of the venue during the period needed. If police support is required, this needs to be confirmed, including permission to close roads. In Colorado Springs, a police officer must be present at any closed public road --- including the dirt roads in Palmer Park.

Time is critical! The person responsible for the above needs to have it accomplished as soon as possible after the race date and location have been determined. Some races might have this in motion six (6) months to one (1) year before race date. If the club is doing this event for others, these things may need to be done before the contract is finalized. If this is delayed, another group might have the venue reserved, which means that either your planned race date or venue would have to be changed. Check to see if the PPRR Race Coordinator has already reserved a city park for the event.

### **COURSE CONSIDERATIONS**

There are several key factors to consider when determining the design of a race course:

**The Start:** Is this for a large race or a small race? This factor will help you make decisions on the course start. Is the street, path, or road wide enough to accommodate the projected number of runners to ensure a good start? Avoid sharp turns near the start of the course. The greater number of runners, the more this grows in importance. Is there a sufficient bordering area to set up registration tables, porta-johns, and materials for any other activities which are necessary--including access to electricity? To simplify the parking, the placing of portable toilets, and equipment for other activities, try to have the starting line in the same general area as the finish line.

**The Finish Line:** Is there enough room for the number of chutes and their length? Do the runners have a long enough straightaway to enter the chutes? Are toilets located nearby or room for porta-johns? Is there plenty of room for parking? If needed, is there access to electrical outlets? Is there adequate room for all race-related activities?

**Checking out the course:** When studying the area for a course, maps--both regular and topographic--can give you good ideas about the route, distance, and altitude.

A car or bicycle can get you started. Although an automobile cannot be used to determine the final measurement of a course, it can be used to get a feeling of the approximate distance and design. Riding a bicycle with an uncalibrated Jones Counter can also serve this purpose; however, a qualified person will need to do it. One can then observe many things about the course: hills, intersections, problem areas, places to put aid stations and course marshals. It is advisable for you and other experienced runners to run it and get another perspective. Unless otherwise stipulated, start measuring from the finish line to the start.

If the course is on trails or paths, the approximate distance possibly can be checked on a bicycle equipped with a Jones Counter. If not, try the architect's wheel. Remember that you and other experienced runners should try it.

Once the tentative course has been determined, it must be measured. Since the finish line is the main area for the end-of-the-race activities, the course is usually measured from it to the race start. But it can be measured from the start line... this accommodating a specific start area, rather than a specific finish area.

### **MEASURING, MONITORING AND MARKING A COURSE**

1. Jones Counter.  
On streets and good paths, the measuring device to be used is a Jones Counter mounted on a bicycle's wheel hub. This is a complicated and skilled procedure. If you do not possess this knowledge, contact the club members who are qualified. This is also the method to have a course USA Track & Field certified.
2. Architect's Wheel.  
In some cases, if it is not feasible to use a Jones Counter (some paths or trails are prohibitive, or it might be the race director's preference), an alternative is the architect's wheel. This has a counter that measures the distance in feet. While this is an acceptable way to measure a course, it does not have the accuracy of the Jones Counter method, and the course cannot be certified. Experience has indicated that using 5,300 feet as shown on the wheel's counter to indicate a mile will give a better measurement of the course.
3. Materials needed.  
The architect's wheel, orange traffic vests, orange or yellow spray paint, a hammer, short, wide nails with washers, pencil and recording notebook (the paint, hammer, and nails are helpful if the course is on asphalt streets). Never spray paint vegetation, rocks, and other wonders of nature--or private property without permission. Paint is generally used on an asphalt street or concrete curbing.
4. Procedure (example for 5K course in Palmer Park)
  - a. Note location of finish line. Note permanent land marks and write them down in the notebook.
  - b. Set counter numerals on wheel to zeroes. Set wheel down at finish line mark. Note: The measurer should "aim the wheel" to follow the route that an experienced runner would actually run, taking the shortest distances possible while still being on the course. Since the distance being measured is 3.1 miles, walk the wheel 530 feet to the 3-mile point. Remember -- we are using 5,300 counter feet as a mile. Record permanent landmarks in notebook to indicate the three-mile point. Reset counter numerals to zeroes. Walk counter to one-half mile mark from finish line (2,120 feet on counter); record landmarks. Walk wheel to two-mile mark (an additional 3,180 feet on counter); record landmarks. Reset counter to zeroes. Walk wheel to one-mile mark; record landmarks. Reset counter. Walk wheel to starting line. Record landmarks.

5. **Monitoring the Course.**  
The course--whether established or new---should be monitored as needed in the weeks preceding the race and even on race day. Construction can take place in such a period, and you may find part of the course blocked by construction, torn up by bulldozers, or washed out by uncooperative weather. Keep in close touch with the city's or organizer's representative if construction is taking place. Will it be ready on race day? The Race Director will need an alternate plan for a course (and approval by the proper authorities), just in case.
  
6. **Marking the Course.**  
How do you intend to mark the course? Are you marking it yourself? A seasoned Course Director can do it or can consult with you on the best way to do it. Is the course on asphalt? On dirt? Is it possible that a rainstorm will hit? A blizzard? Wind? Factors such as these influence what method will be used to mark the course: pylons with directional arrows, signs, colored tape arrows, or flour (or a combination). Our club's tendency is to get away from flour, although it can still be used, based on the type of course or expediency.
  
7. **Procedure for marking a 5K/10K Simultaneous Event**  
Special preparations will need to be made if the race has a 5K and 10K at the same time. Chances are that both will start at the same place and time and that both will use at least part of the same course. In order that the runners will not be confused on race day, part of the race planning should include how the course is going to be marked. Course marshals, different colors of signs or tape can be used. Whatever you use for marking the course, be sure it is obtained and in the van before race day.

5K COURSE IN PALMER PARK MEASURED USING THE WHEEL

Since the post race activities are in the Lazyland area, the finish line was set in its parking lot. The course was measured from this line to the start.

*START* Intersection of Lazyland Road and South Mesa Trail in line with Lazyland sign on north side of South Mesa Trail and large rock on south side.

*1 MILE* Around corner of the Ledges on North Mesa Trail 9' east of clump of oak shrubbery (north side of trail).

*OVERLOOK  
TURNAROUND* Top of overlook 12' north of rock sticking out in front of table

*2 MILE* On South Mesa Trail 46' west of "Keep Dogs on Leash" sign (this spot is west of intersection of North Mesa Trail and South Mesa Trail).

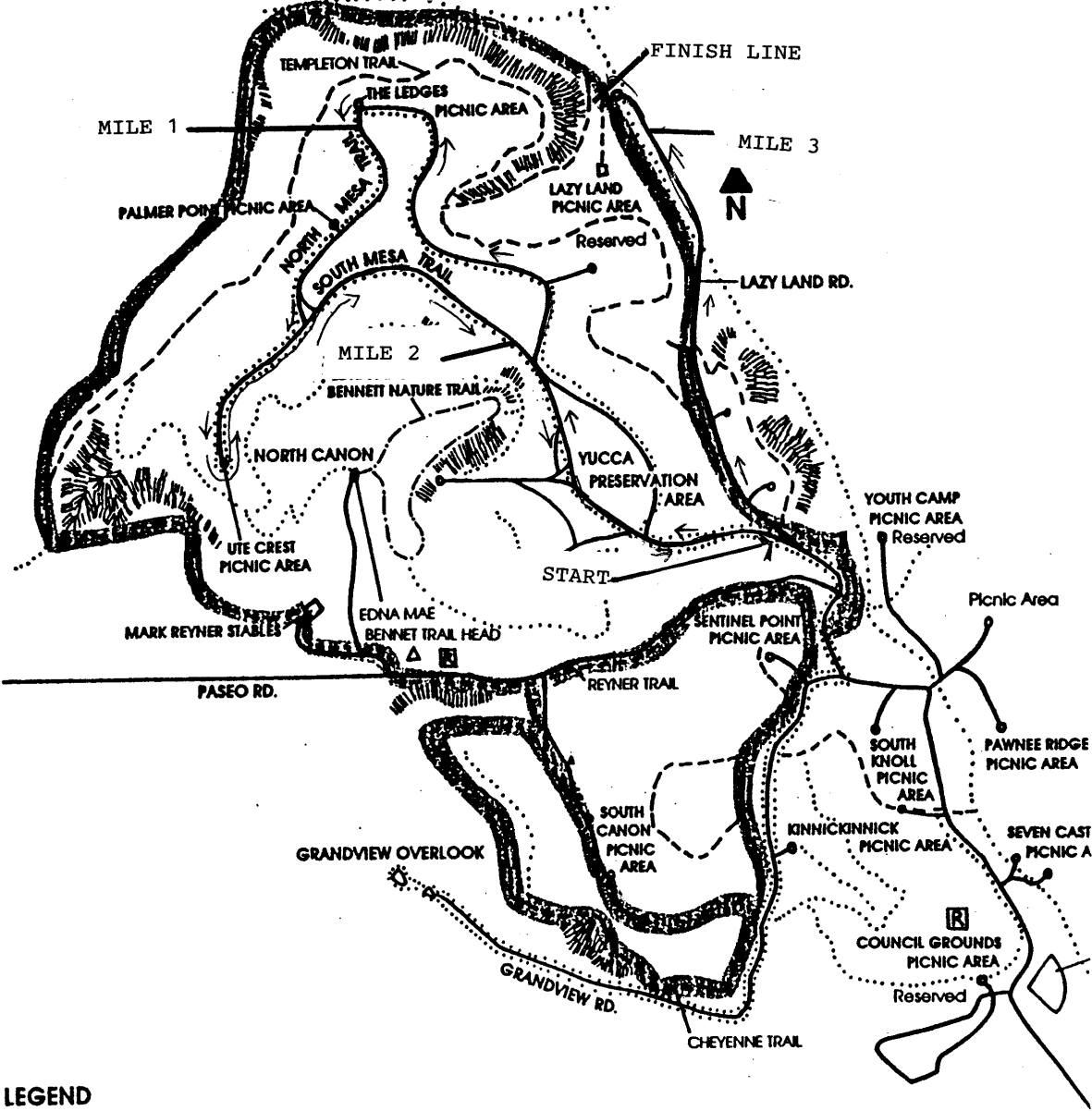
*HALF MILE TO  
GO* 30' north of "Horse Crossing" sign down Hill on Lazyland Road.

*3 MILE* On Lazyland Road, 27' north of wooden power pole in front of steel power tower.

*FINISH LINE* In Lazyland parking lot, in line with west back concrete base of west power tower leg and west of tree on south side of parking lot.

\*Materials used: wheel, notebook, pen, and orange vest. No marks placed on anything in park.

5K COURSE IN PALMER PARK  
 MEASURED WITH WHEEL



**LEGEND**

- PARK ROADS —————
- PRIMARY MULTI-USE TRAILS (HIKING/RUNNING, BIKING, EQUESTRIAN USE PERMITTED) - - - - - softball/baseball field
- SECONDARY MULTI-USE TRAILS (HIKING/RUNNING, BIKING, EQUESTRIAN USE PERMITTED) ..... volleyball court
- STEEP SLOPES OR CLIFFS [hatched pattern]
- TRAILS USED PRIMARILY BY EQUESTRIANS FROM THE MARK REYNER STABLES [thick shaded line]
- Δ WATER
- [R] RESTROOMS



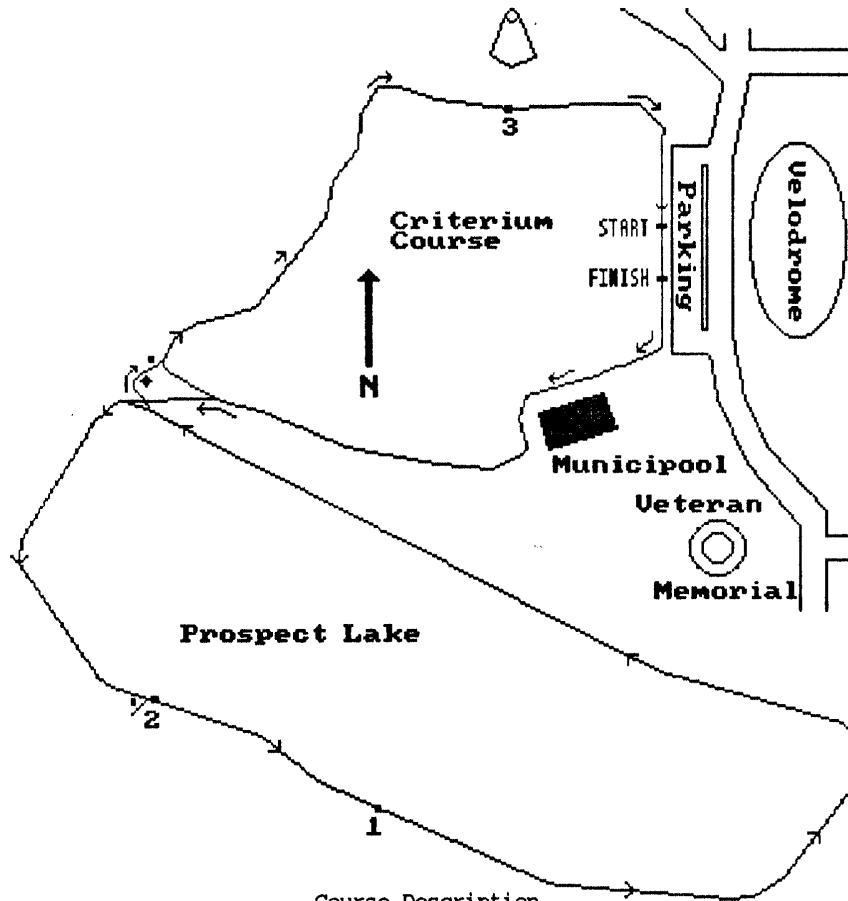
**5K AND 10K COURSES MEASURED USING BICYCLE WITH JONES COUNTER**  
*(Measured by Bill Bennett)*

In addition to the materials stated previously for the measuring a course using the wheel, a calculator, steel-measuring tape, temperature gauge, predetermined calculations based on the calibration of the bicycle, and, of course, the bicycle equipped with a Jones Counter. Only a qualified individual, as stated previously, performs this method.

The courses (see map on next page) were measured for the Search and Rescue Run. They begin and end on the asphalt loops in Palmer Park northeast of the Maizeland Road entrance.

The map shows an example of a 5K and a 10K combination. Note that both have a common start and finish. The legend indicates the routes for the two races. As mentioned in the manual on courses, the courses (race day) will be specially marked so that there will be no confusion to the runners.

### Prospect Lake 5K



#### Course Description

- START** - On the bicycle criterium course 175.9' North of the finish line. This is just North of the Velodrome Building.
- Runners start going South. They exit the criterium course using the old road path near the restrooms. They do two laps around Prospect Lake going in a counter clockwise direction.
- 1 Mile** - Two expansion joints West of expansion joint that is in line with the West edge of the parking lot.
- 2 Mile** - On expansion joint that forms a "1" just to the South of the Start post.
- Runners return to the Bicycle Criterium course at its Southwest corner. They do this by exiting the Prospect Lake path to the left of an antenna post and to the right of a brown post near the criterium course. Upon re-entering the Criterium they run it in a clockwise direction.
- 3 Mile** - 12' East of right field light post which is East of the ball diamond scoreboard.
- Finish** - North Edge of water drain curb cut at parking lot. This is in line with the South edge of the Velodrome building.

## **INSURANCE**

1. The Pikes Peak Road Runners is a member club of the Road Runners Club of America. As a member club, we are allowed to be an additionally named insured organization under RRCA's insurance, which includes the benefits of its policy as if it were our own. Presently, the policy is handled through the following agency:

Star Financial/Diller and Associates  
2130 East Dupont Road  
Ft. Wayne, IN 46825  
Phone: (800) 321-9633  
FAX: (260) 467-5691

Judy Weaver  
[Judy.Weaver@starfinancial.com](mailto:Judy.Weaver@starfinancial.com)

Terry Diller  
[Terry.diller@starfinancial.com](mailto:Terry.diller@starfinancial.com)

The policy, which must be renewed annually, covers any approved activity of the Pikes Peak Road Runners, including meetings, picnics, and running events. It must be emphasized that the policy cannot be "loaned" to any other organization.

When PPRR assists an organizer in a race, we are not insuring its event. We can list it as additional insured for areas of the race that we control. Basically, this protects the organizer in case of negligence (we have never had to use it) on the part of this running club.

Any organizer under contract with PPRR should have its own liability insurance. An organization might have a "special events" clause in its policy to cover the race. If so, PPRR requests an additional insured certificate from it.

When part of the race is on private or public property, it is standard for us to list each involved as additional insured. Indeed, government agencies require it.

In order to list an organizer as additional insured, Pikes Peak Road Runners, Inc.'s Insurance Specialist, a volunteer, enters the required information on a standard form supplied by Diller & Associates and then mails or faxes it to that firm. Allow at least (2) two weeks unless faxed in an emergency.

2. USA TRACK AND FIELD (USATF)

The Pikes Peak Road Runners is also a member of USATF. If, for some reason, this club wished to have a race sanctioned by USATF, the sanctioning would include insurance similar to that of RRCA. The fee is in two parts: a standard fee that goes to the Colorado Association and a fee based on the number of runners which goes to the national office. The check includes the total amount and is made payable to the Colorado Association of USATF and mailed, along with the sanctioning request, to:

If an organizer that we assist in a race does not have its own liability insurance, it could apply for sanctioning through USATF. When approved, the sanctioning would include insurance for the day of the event. The sanctioning applicant can also request certificates of insurance for governmental and private entities.

### **RACE ENTRY FORMS**

Studying race flyers of different races can give you a good idea of attractive and complete ones. Some forms are complete, but simple; others may have so much writing that tiny print makes them difficult to read. Basic principle: Keep It Simple Stupid.

Key information should be easy to read and placed to catch the eye of the reader. Have you ever searched a race flyer just to find the date? Basic information (partially adapted from Egger) includes the following:

1. Name of race
2. Location (Include city and state. Good idea to have road map in relation to highway for out-of-towners)
3. Date and time
4. Distance
5. Course description and map/water stop, splits, medical
6. Pre-registration location, dates, and mailing address Race day registration and packet pick up
7. Entry fee (pre-registration and race day) & check payable
8. Sponsor information
9. Exclusions\*
10. Age group awards
11. T-shirt type
12. Time of awards ceremony

### **Runner Information**

13. Name (Preferably first and last printed in block capitals)
14. Address (street, city, state, zip, and telephone number) (Please refrain from using printed boxes for each individual letter and numeral in 13 and 14.)
15. Age on race day
16. Sex
17. T-shirt size (small, medium, large, X-large)
18. Check payable to
19. Waiver
20. Boxed location for "Bib Number."

\*For insurance purposes, the following statement should appear on the entry form in easy-to-see print:

*"Because of insurance and safety requirements, the following are not allowed in the race: animals, bicycles, skateboards, baby strollers or baby joggers, roller skates or roller blades, radio headsets or other portable sound systems."*

The waiver will need to reflect the conditions of the course including --- but not limited to --  
- course surface and weather possibilities. The following lengthy waiver for a road race has  
been used by RRCA (Malamud, pp. 25-26, with some additions or deletions suggested by  
Malamud).

**RACE WAIVER (Must be signed by all entrants)**

*I know that running a road race is a potentially hazardous activity. I should not enter and run unless I represent that I am medically able and properly trained. I also know that although police protection will be provided, there will/may be traffic on the course. I assume all risks associated with running this event, including, but not limited to: falls, contact with other participants, race officials, or bystanders, the effect of the weather-- including heat and/or humidity, smog, traffic, and the conditions of the road, lack of hydration, actions of participants, volunteers, spectators, sponsors or race directors or any of their staff, all such risks being known and appreciated by me. Having read this waiver and knowing these facts and in consideration of your acceptance of my entry, I, for myself and anyone acting on my behalf, covenant not to sue, waive and release the race directors, Road Runners Club of America, the city of \_\_\_\_\_, and all sponsors, officials, volunteers, medical personnel, all governmental entities, and any of their representatives, successors, or anyone acting on their behalf, from all claims or liabilities of any kind, including but not limited to death, personal injury or property damage arising out of my participation in this event even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver. This Release and Waiver extends to all claims of every kind or nature whatsoever, foreseen or unforeseen, known or unknown.*

---

signature of entrant

date

---

signature of parent if entrant under 18      date

**SUGGESTED LIABILITY WAIVER (Bill Bennett)**

I know that running and walking in competition are strenuous and potentially hazardous activities. I should not enter and participate in the {TITLE OF RACE} unless I am medically able and properly trained. I agree to abide by any decision of an event official relative to my ability to safely complete the event. I assume all risks associated with participating in this event including, but not limited to, falls, contact with other participants, the effects of the weather, including snow, ice, rain, heat and/or humidity, traffic, altitude, road and surface conditions, all risks being known and appreciated by me. I understand that baby strollers, skates, electronic listening devices, wheelchairs pushed by a runner and dogs or other pets (either one a leash or not) are not allowed in this event. Having read this waiver and knowing these facts, and in considering your accepting my entry, I, for myself and anyone entitled to act on my behalf, waive and release the {NAME ALL ENTITIES CONNECTED WITH THE RACE, ESPECIALLY THE PIKES PEAK ROAD RUNNERS, INC.}, the Sponsors, the employees, officers, agents and directors of these organizations, and any other organization or individuals associated with this event and representatives and successors before, during or after the event, from any claims or liabilities of any kind arising out of my participating in the {TITLE OF RACE}, even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver. I grant permission to all the foregoing to use any photographs, motion pictures, recordings or any other record of the event for any legitimate purpose.

### OPTIMAL CLAUSES:

I grant permission to all of the foregoing to use any photographs, motion picture, video or sound recordings, or any other record of this event for any legitimate purpose.

I hereby consent to receive medical treatment that may be deemed advisable in the event of injury, accident, and/or illness prior, during or after the race resulting from my participation in the event.

NOTE: For inclusion in our newsletter, the organizer is strongly encouraged to provide the race flyers on 8- 1/2" by 11" paper, flat.

For additional assistance in designing a completely new flyer, or improving an existing one, I encourage you to read pages 3 and 15 of Wally Egger's "Guide for Race Directors" (Revised New Edition) and pages 29-31 in "How to Produce and Direct a Road Race," by Brad Malamud.

### **AWARDS**

Many races have a tradition of giving awards that are unique. Many times they express the type of race and its location. Determine if this is what you wish to do. Is the cost going to be within your budget?

Medals, ribbons, or trophies are generally the items given. Key rings, pens, plaques could be the choice. Again, your budget could determine this. Check the yellow pages for companies that can serve you. Ask race directors for recommendations. If the awards are for an established race, check with the previous directors and race history.

Who gets an award? Some races have special awards for the top male and female finishers. Most races have age-group awards. It is important to know just how the age groups are set up and how "deep" they go. Generally, there are first, second, and third places in each group.

Since the awards categories are included in the race flyer, be sure they are correct and finalized before the flyer goes to the printer. The person doing the results also depends on their correctness when entering the information into the computer program for a specific race.

Five year increments:       0-14, 15-19, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69, 70-74, 75+

Ten year increments:       0-14, 15-19, 20-29, 30-39, 40-49, 50-59, 60-69, 70+

We like to give the opportunity to win to as many participants as possible. Therefore, we like to see that the overall winners, normally male and female, or top 3 males and females, not be included in age group awards. No duplicate awards.

## **T-SHIRTS**

An attractive, well-designed T-shirt can complement the race itself. Yet, there are many factors that will determine how this is done --- including your budget. Has a sponsor agreed to buy the shirts?

A 100 percentage cotton shirt will cost more than a "50-50" (50% cotton and 50% polyester), and a long-sleeved shirt is higher-priced than a short-sleeved. The complexity of the design and number of colors can affect the cost. Are sponsors' logos being printed? Some silk screening companies may have access through manufacturers to get seconds (not real desirable) or certain colors that may have been overproduced, at a lesser cost than what the normal might be.

Knowing how many shirts and number of each size to order can always give concern. (Don't forget to include shirts for volunteers.) Established races can use past years' experience in estimating the quantity for upcoming races. What about new races? Cautious or optimistic ordering based on the projected number of entrants can leave the race with too few shirts or too many--or with many mediums left and large or extra large sizes exhausted. If too few shirts, more might have to be ordered and somehow delivered to the entrants; if there are too many, one can try to sell them at a reduced cost. One suggestion, note on the entry form that commemorative shirts will be available for the first, say 200, runners. A re-order may then be made after the fact, if necessary.

There are many local T-shirt businesses listed in the yellow pages of the telephone directory. Find the one which best suits your needs and budget. Getting quotations is a good idea. You can also ask seasoned race directors which companies they have used.

Give yourself plenty of time from start to finish on this project. It could take months from the time you design the shirt, choose a company that meets your needs, and get the order in time for your race.

## **PRE-REGISTRATION AND RACE DAY REGISTRATION**

Since the information concerning pre-registration and race day registration must appear on the race flyer, it is important that all planning for these activities be completed before the flyer is printed --- both walk-in registration and mail-in. Much of the information stated here also appears in section on race flyers.

### **PRE-REGISTRATION**

#### **1. WALK-IN LOCATION**

- A. Runners Roost, Boulder Running Company and Colorado Running Company** are used for walk-in registration for most races; however, be sure permission is obtained from them before putting this information into the flyer. It is important that the Roost's manager knows the dates and times for this activity. The race organizer might be expected to furnish well-trained volunteers to conduct registration. Again, please confirm everything with the managers of all.

Most small races do not have volunteers at the running apparel stores. In this case, the stores will accumulate the mail-in-and walk-in registrations. A race official will pick these up and see that the entry forms are delivered to the person doing results. Entry forms will then be processed before race day, and the runner's bib and T-shirt will be available at the race on race day. It is important to know if this is the procedure being followed. Confirm this in case another method is being used.

- B. Other locations are sometimes chosen by an organizer whom we assist. Usually, the site is its office. This must be clearly stated in the flyer.
- C. Materials needed for Walk-in Registration
  - 1. Race numbers (bibs) and #1 safety pins (four per bib)
  - 2. Ballpoint pens, black or blue or Sharpie permanent Ultra fine point markers
  - 3. Race flyers
  - 4. T-shirts (or substitute given: caps, etc.)
  - 5. Plastic bags for runners' packets (optional)
  - 6. Notebook for messages, corrections, need to contact runners, missing bibs, etc.)
  - 7. Sheet with detailed steps for volunteers on procedures for doing pre-registration
  - 8. Cash box and change (petty cash based on entry fee)
- D. Basic Procedure for Walk-in Runner Pre-registration
  - 1. Initial Registration. Be prepared! The following will be needed for that day. Will your vehicle hold it all?
    - a. Sufficient runners' numbers (bibs)
    - b. Safety pins (#1 recommended--four per bib)
    - c. Ballpoint pens, black or blue or Sharpie permanent fine point markers. (Do not use felt tip or other types of pens)
    - d. Race flyers
    - e. Notebook for taking notes
    - f. T-shirts or substitutes race is giving to runners
    - g. Important phone numbers of those involved with race
    - h. Cash box
    - i. Plastic bags
    - j. Small sign stating "Make check payable to" and amount of entry fee.

If walk-in registration is being done at any of the running apparel stores, it is a good idea to make an advance visit to meet the manager, confirm the hours it will be open, and see the registration area. If pre-registration is being done at another location, the following will have to be adapted to that site. There are three main activities that will need to be done on the first day of registration:



- 1) Setting Up
  - a) The boxes of T-shirts need to be opened and checked for sizes. It is a good idea to remove the shirts from the boxes, to fold them individually with shirt sizes visible, and to stack the shirts on the shelves behind the seating area.
  - b) Put sufficient race flyers and ballpoint pens on the counter. It is suggested that the entry part of the flyer be separated from the information section on some of the forms (scissors are probably on the desk). This will save time when the runners register, for some runners will wish to take the information section with them. Also, on the counter, put the "check payable" sign in a place easily noticeable by the runners.
  - c) Check to see if there are the following:
    - (1) An alpha list of mail-in entries with bib numbers assigned
    - (2) The corresponding stack of bibs
    - (3) Original entries. Set these on the desk where they are easily accessible but not "in the way."
  - d) Check with the manager of the Roost to see if he has any entries from walk-ins. If so, put them aside to work on later.
  - e) Set cash box in an easily accessible place. Check the change in the box to determine the amount.
  - f) Place notebook, phone numbers, bibs, and safety pins on desk. If plastic bags for runners' packets are being used, have them accessible but not in the way.

## 2) Processing Accumulated Entries

Runner walk-in is generally slow the first of the morning. In this lull, if there are entries that have accumulated at the running apparel stores, they can be processed. Each is probably in a separate envelope with the corresponding entry fee; if they are all in one envelope, each form is generally stapled with the entrant's check or cash. Some race directors find it advantageous to mark the check number on the entry form or write "cash." Sometimes, two or three entry forms might be paid for with one check. Be sure it balances out. Check the entry to see if the information is complete and

legible: name, age, sex, phone number, and address (if shirt size is not checked, this can be obtained when the runner comes in). Check to see if the waiver is signed. If the entrant is under the age of 18, a parent or legal guardian must also sign the waiver. If any of the information is missing or the waiver is not signed, make a note and staple it to the entry. Also make a note in your notebook. The person will have to be called to supply the needed information. As you process each entry, assign a bib number to the entrant by printing the person's name, age, and sex on the bib. Write the number of the bib in the space provided on the runner's entry form. If you have a list of pre-registered runners (alpha) print the runner's name and bib number on it. Put the completed bib in numerical order with the pre-registered stack.

3) Registering Walk-In Registrations

- (a) Be sure the runner has an entry form and ballpoint pen. Give the runner any information on filling out the form or on writing the check that he/she might need.
- (b) Check the entry form for legibility, completeness, and signature on the waiver.
- (c) Check the runner's entry fee --- cash or check and correct amount, especially if it is for more than one entrant.
- (d) Print the runner's name (first, last), age, and sex on the first blank bib (numerical order) in the proper places.  
**Print the bib number on the runner's completed entry form.**

2. Mail-In Registration

A. PIKES PEAK ROAD RUNNERS RACE.

These are mailed to the address specified by the Race Director.

- a. Entries are checked for required information and signing of waiver.
- b. Checks or cash (after accumulation) are delivered to the PPRR treasurer for deposit in bank account.
- c. Entry forms are delivered to results volunteer for computer processing, if being done.
- d. Runners' bibs are prepared (some small races might use numbered sticks). **Be sure runner's bib number is entered in box on his/her entry form.**
- e. Bib picked up by entrant at race-day site.

B. Mail-In to Organizer (if contracted race)

- a. Entries are checked for completeness and signing of waiver.

- b. Runner information is put on bib. Bib number is put on runner's entry form.
- c. An alphabetical list of runners and bib numbers is prepared and updated daily.
- d. If walk-in registration is also being done, organizer delivers the runners bibs, entries, and alpha list to the Roost or other location on days that such pre-registration is being done.
- e. Organizer is responsible for totaling and depositing cash and checks into its bank accounts.
- f. Organizer keeps a list of the entries and the bib numbers assigned to runners.
- g. Organizer then makes arrangements for the entry forms to be delivered to the PPRR results volunteer for computer processing.

### **THE FINISH LINE**

The finish line is designed to fit the needs of a specific race. Many factors are involved, including the distance of the race, the amount of space available, the number of runners, the number of volunteers, and how results are being done. The race director can get detailed information on complex finish lines for large races in the manuals listed in the appendix.

Generally, in our club, the race director has a race committee person assigned as the finish line director. This person can design, set up, and supervise the finish line, leaving the race director to concentrate on other aspects of the race; however, the race director should have a good idea on the workings of the finish line. (The race director can get experience in this area by working other finish lines previous to his/her race.)

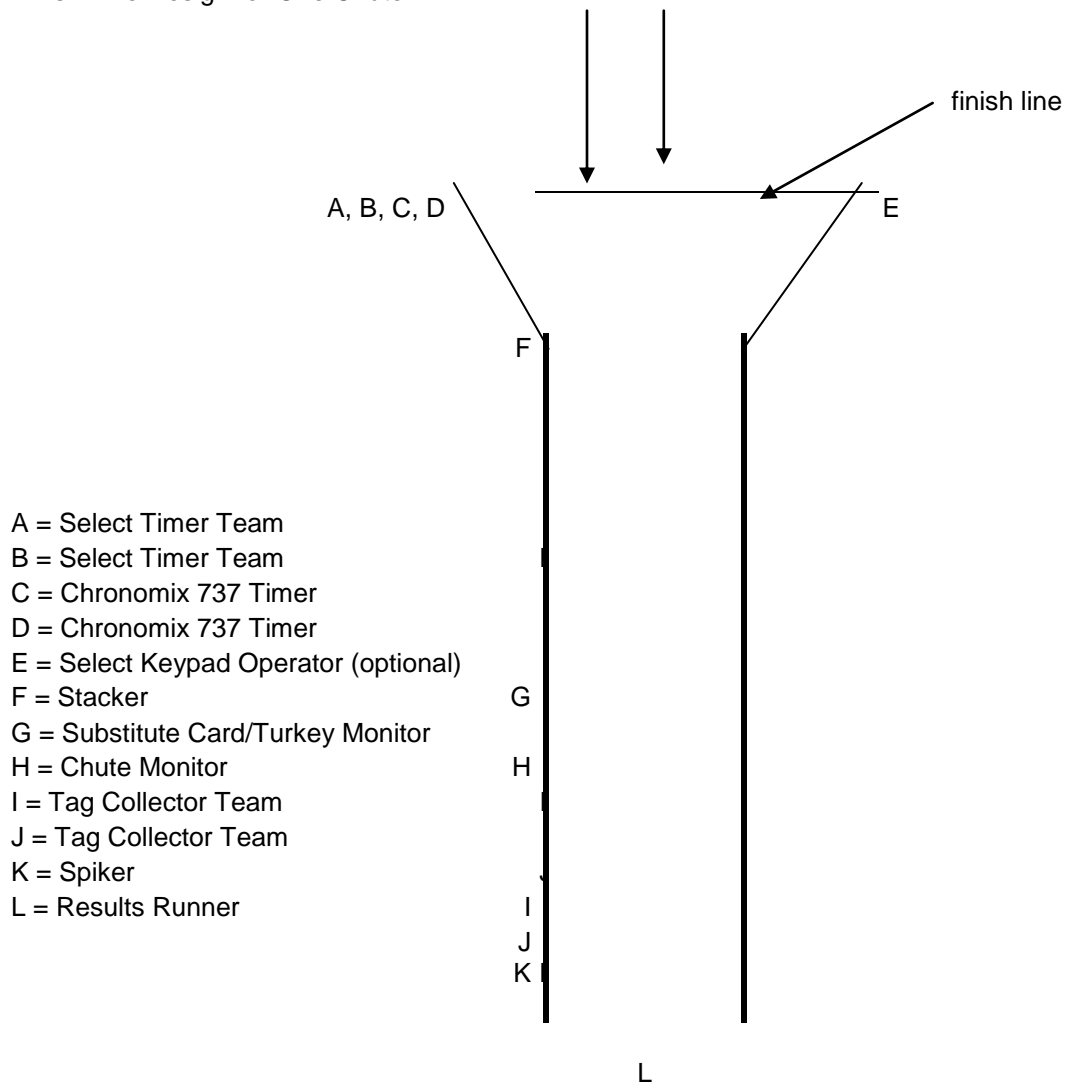
There are many materials that we use in a race. Not all of the items listed in parts II and I will necessarily be used in a specific race.

#### **BASIC FINISH LINE MATERIALS**

1. Time and Place
  - A. Chronomix 737's timers for time and place
  - B. Select keypad (manufactured by Chronomix) which is attached to a Chronomix 737 and generally used for time and place of selected runners
  - C. Seiko S129 and SP11 for use as stopwatch for select timing team or as printing timers for small races
  - D. Manual select timer materials: (1) select timer recording sheets, (2) pens/pencils, (3) stopwatches, and (4) a clipboard.
  - E. Overhead digital clock (Race Clock) crossbrace/tripod
  - F. Apron with turkey (unregistered runner) cards, substitute cards, and sufficient pens/pencils

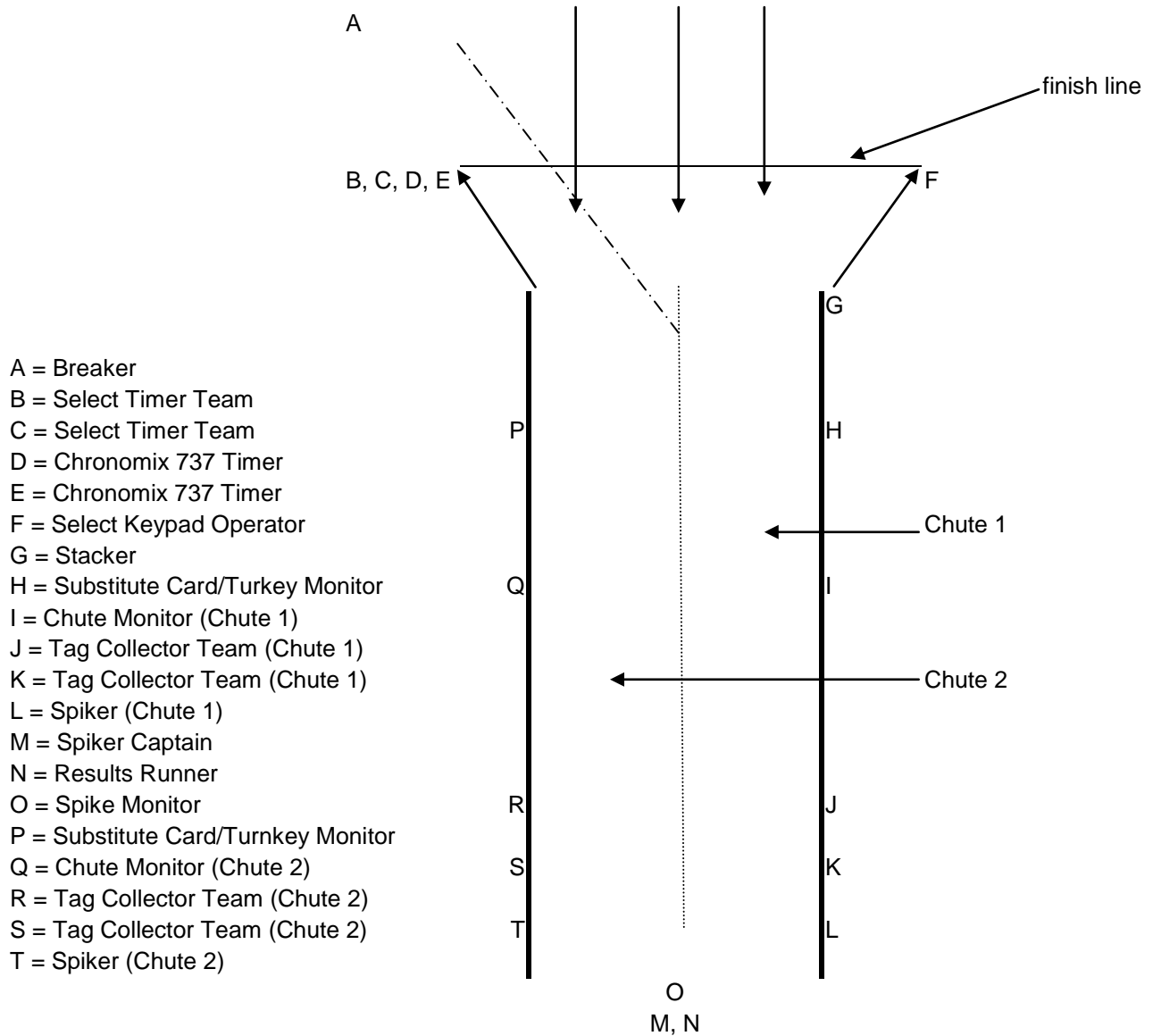
- G. Numbered spikes (devices to keep runners' pulltags in order)
  - H. Computer results system
  - I. Whistle (for chute breaks, if multiple chutes)
2. Chute design materials
- A. Pylons for runner approach and traffic control
  - B. Plastic fencing or caution tape for spectator and runner control (if necessary)
  - C. Stanchions (orange cinderblock bases and plastic posts)
  - D. Ropes for chute lines (strung through plastic posts)
  - E. Tables for timers and results
  - F. Chairs for timers and results
  - G. Plastic one-gallon bags for holding full pulltag spikes
  - H. Plastic pail/container for completed pulltag spikes
  - I. Vests (orange official)
  - J. Half-Mile Hailer (bullhorn)
  - K. Breaker pennants if multiple chutes
  - L. "Big Boards" and two-sided tape in case runners' pulltags are to be taped
  - M. Results box
  - N. Duct tape and/or colored tape
  - O. Protective plastic containers for sheltering timing equipment in bad weather
  - P. Broom
  - Q. Scissors
  - R. Plastic fencing fasteners
  - S. Pliers and wire
  - T. Tent canopy

Finish Line Design for One Chute



- These positions shown for A, B, C, D and E are approximate. They should be situated where each can see the runners
- Based on the number of runners, only one tag collector might be needed. If results team is at the side of the finish line, the results runner is not necessary.

Finish Line Design for Two Chutes



- When Chute 1 closes, its volunteers can assist Chute 2. If several hundred runners, more chute monitors might be needed.
- The positions shown are approximate. Each worker will need to be in the best place to do his/her job.
- No worker chutes.

## **VOLUNTEERS AND ASSIGNMENTS OF A BASIC FINISH LINE**

While finish line designs and assignments vary, most require that certain functions be done and back up systems employed. (See also manual section entitled "THE START.")

### **CHRONOMIX 737 TIMER:**

Machine has been checked for correct functioning before race start. Timer is positioned near front and side of the finish line. Timer watches runners approaching finish line area. As each runner reaches plane of finish line, timer pushes timing cord button. There are two of these volunteers, each operating a separate machine, in case there is a malfunction or error in operation of one.

### **CHRONOMIX 737 WITH SELECT KEYPAD: (Optional)**

This system is assembled and checked before race start. Using keypad, operator punches in runner's number, then, when runner crosses finish line, pushes enter key that enters runner's time. When a group of runners approaches, operator selects certain runners--if possible, at least one every ten seconds. If operator has mistakenly punched in the wrong number, he/she can punch "clear" and reenter the correct number if there is time. If not, wait for the next runner.

### **MANUAL SELECT TIMER TEAM COMPOSED OF TWO VOLUNTEERS:**

Volunteer **A** watches runners as they approach the finish line area. When bib numeral is seen, tells volunteer **B** the number. **B** records numeral on select timer sheet. As runner crosses finish line, **A** states time. **B** records this next to runner's numeral. When runner traffic is too great to record all runners, **A** keys in on certain runners, preferably one every ten seconds. In small races with runners spread out, one volunteer can do both jobs.

### **STACKER:**

Stands near front of finish line, watches runners cross finish line, and makes sure they stay in same order of crossing. If necessary, puts them back in the right order.

### **CHUTE MONITOR:**

Keeps runners moving through the chute with encouraging remarks such as, "Good race." "Keep moving, please." "Remove the pull tag from the bottom of your bib and give it to the person at the end of the chute." Watches in case runners get out of order. Puts them back in the proper order. In case of a sick runner who won't move (and runners are backing up), monitor pulls runner's tag, gives it to the runner behind with the instructions: "Hand this to the person at the end before you give yours." Volunteer then raises chute rope, and gently--but firmly--gets the sick runner into volunteer area, so those backed-up runners can proceed through chute. If runner requires medical aid, monitor contacts one of finish line officials.

### **SUBSTITUTE CARD/TURKEY MONITOR:**

Wears two-pocketed apron. One pocket contains turkey cards for unregistered runners; the other pocket contains substitute cards and pencils or pens for runners whose pulltags have been lost or bibs misplaced. **Turkey cards:** Monitor watches for bibless runners going through the chute. If monitor confirms an unregistered runner (turkey) in the chute, he/she gives the runner a "turkey" card (this card takes the place of the pulltag and negates this runner's time) and tells runner to give it to the person at the end of the chute. If the runner refuses, monitor follows runner

down the chute and gives it to the tag collector, pointing out the runner. In the event the runner ducks out of the chute, monitor notes his place in line and gives turkey card to tag collector where "turkey" would be in line. **Substitute card:** This card has a dividing area (like a theatre ticket), and each area has an identical numeral. On the left side is the numeral; on the right, in addition to the identical numeral, is room for the following: runner's name, age, and sex. When monitor has identified a registered, bibless runner or one with a lost pulltag, monitor gets a substitution card and a pencil, separates the parts of the substitute card, tells the runner that after exiting the chute, to give the left part to the person at the end of the chute and to fill out the right side (name, age, and sex), then drop it and the pencil into the container or give them to the volunteer at the end of the chute.

#### TAG COLLECTOR:

As runners reach end of chute, this volunteer takes their pulltags and hands them face down to the spiker. When several runners are coming through in a group, tag collector puts tags face down in his/her hand, the amount not to exceed that, which is manageable, and probably five to ten. Then helps spiker line up the holes on tags for putting onto the spike. It is imperative to keep these in order.

#### TAG COLLECTOR TEAM:

(Same basic procedure as tag collector) Because many runners may be coming through the chute in a given race, two tag collectors (**A** and **B**) may need to work as a team. When volunteer **A** has collected several pulltags in the same order as runners going through the chute, he/she needs to line up holes and help spiker put on spike. **A** tells **B** to "Take over." **B** then collects until time for **A** to "take over." This procedure continues as long as necessary. REMEMBER: WHEN COLLECTING PULLTAGS ON PALM OF HAND, PUT THEM FACE DOWN IN THE ORDER YOU RECEIVED THEM. HAND THEM TO SPIKER FACE DOWN. In some races, one of the tag collectors wears an apron containing turkey and substitute cards, in case the card monitor misses a turkey or person in need of a substitute card. This apron also has folded long tags attached. If pulltags are accidentally dropped, one end of the long tag is put onto the spike, the pulltags in question are then put on the spike, the other end of the long tag is then put onto the spike, and the pulltags are "sandwiched."

When the results team sees the "sandwich," they will check the pulltag order against one of the backup systems such as the manual select timing.

#### SPIKER:

For first runners coming through this chute, spiker has spike #1 ready. Takes first pull tag from tag collector and puts it face down on this spike (this will correspond with the first time on the Chronomix 737 and so on). A turkey card or substitute card is treated the same as a pulltag. The spiker works closely with tag collector team to make sure that all pulltags are put on spike face down in sequence of runners moving down chute. When chute is closed, spiker closes spike and drops it into the pail (or other container) near spiker area. (In some cases, the chute might remain open; if so, another volunteer (spike courier) will bring next sequential spike down the chute between two runners. Spiker then closes his spike when runner in front of courier exits. The closed spike is dropped into spike container. The spiker starts next sequential spike for runner behind courier.



**SPIKE CAPTAIN:**

Captain is in charge of numbered spikes and issues them to spikers. Captain is stationed outside the back of the chutes with spikes. He/she issues spikes in sequence to spikers, as each chute requires. The captain and crew might be stationed at the front of the chutes and bring the sequential spike down the properly opened chute to its spiker.

An alternate way of dispensing numbered spikes for races with multiple chutes is by hanging spikes on chute ropes near tag collectors. For example, if there are two chutes with one open at-a-time, the first chute will have the odd-numbered spikes; the second chute, the even-numbered. Near the end of the race, when only one chute needs to remain open, spikes from closed chute are transferred in correct order to those in the open chute. There is one drawback: If runners go down the wrong chute --- especially with three chutes --- the spikes could get out of sequence. With experience, finish line directors can quickly get this corrected.

**SPIKE MONITOR:**

Monitor is supplied with an official's vest and stands near exit of finish line. When spiker drops closed spike into container, monitor puts it into a plastic bag if the results area is not near the finish line. Monitor also checks to see if there are any substitute cards on the spike, looks into the container to see if the other half of the corresponding substitute card is there, puts it into the bag containing the spike, closes the bag, and hands it to a results person if results are at the finish line. If the results area is located at a distance, monitor gives the bag to the results runner to deliver to the results area. (The bag prevents pulltags from being lost or weather damaged on the way to the results team. It will also keep substitute cards in same place as spiked half.)

**RESULTS RUNNER:**

This volunteer takes closed spike with pulltags and delivers it to the results team.

**BREAKER:**

In case of multiple chutes (two or more), where only one chute is open at a time, enough volunteers (breakers) and pennant ropes are needed to keep the other chutes closed and direct the runners toward the open chute. When open chute fills, designated volunteer closes it and another chute is opened. It is important to open and close the chutes in the order determined by the finish line director.

**CHUTE CAPTAIN:**

(Whistle needed) This individual is employed only at finish lines with multiple chutes and works closely with the finish line director. When open chute is starting to fill up, or a designated number of runners have gone through the chute, the captain blows the whistle to signal that the chute is being closed and another is being opened. The finish line director might also have a whistle and signal the breaks.

**RUNNER TRAFFIC MONITORS:**

These volunteers are important for certain race characteristics: (1) if finish line serves two races, such as a 5K and a 10K, (2) road or path approach is confusing, and (3) a finish line with multiple chutes. They are positioned to direct approaching runners to the finish line chute, or, in the case of multiple chutes, the open chute.

They listen for the breaker whistle, then start directing runners into the newly opened chute.

Nothing is etched in stone --- including finish line procedures described above. Variations and new ideas can make finish lines better.

## **RESULTS**

Based on the requirements of a particular race, information concerning the outcome can include the following: overall winners (male and female), age group placement by sex, chronological order of all finishers, and chronological order of finish by sex.

Since the results and the finish line teams work together (some consider it one team), a close working relationship is imperative. The accuracy of the final results depends on the accuracy of the information provided by the finish line team.

The type of race and the race director's discretion determine how the results are done.

### **COMPUTERIZED RESULTS WITHOUT BAR CODE**

The computerized results system is used with small races --- generally, no more than three hundred entrants or a number determined by the results director. Prior to the race, runner data is entered into the program; the minimum is the name, age, sex and bib number of each entrant. In addition, the computer is programmed for the awards categories. After the storage of this information is completed, it is ready for the race.

During the race, the results crew is positioned near the end of the finish line. As each runner crosses the finish line, the results spotter tells the computer operator the bib number of each runner in order of finish. The operator inputs the number into the program. Instead of the spotter, the entrants' order of finish can also be obtained from the spikes containing the bib pulltags. Taking spike #1 and reading the pulltag numbers in the sequential position that they are on the spike does this. Spike # 2 --- and the other spikes --- are then used in the same fashion. When inputting into the computer, care must be taken to avoid keystroke error.

When the race is completed and all bib numbers have been entered, a double check of the count of runners on the chronomix and the number of bibs in the computer is analyzed. Same number of entries is success. The chronomix operators bring the chronomix to the results table and in a prescribed sequence helps with the downloading of the computerized times into the database of runners. The results are then calculated, sorted and printed. Errors do occur, but over time, various remedies have been arrived at to solve them. The results crew is most experienced in this area.

### **COMPUTERIZED RESULTS USING BAR CODES**

When using bar code results, the results team may or may not be near the finish line. When using this method, the bar-coded runner number is on the bib pulltag. After each runner has crossed the finish line and walks through the chute, his/her pulltag is removed and given to the tag collector near the chute exit. Each pulltag is put onto a sequentially numbered spike. This sequence corresponds to the runner's order and finishing time.

The spikes are delivered to the results crew. The crew takes spike #1 and enters the first runner's bar-coded pulltag and the remaining pulltags into the computer by scanning them with the bar code wand. This procedure is repeated with spike #2 and the other remaining spikes. Caution: It is possible that unless care is taken, scanning errors can be made, especially if two pulltags stick together and only one is scanned.

When the race is completed and all bib numbers have been entered, a double check of the count of runners on the chronomix and the number of bibs in the computer is analyzed. Same number of entries is success. The chronomix operators bring the chronomix to the results table and in a prescribed sequence helps with the downloading of the computerized times into the database of runners. The results are then calculated, sorted and printed. Errors do occur, but over time, various remedies have been arrived at to solve them. The results crew is most experienced in this area. This process is identical to the previous.

After the correctness of the results has been confirmed, the director is given a copy to use in the awards presentation. If this race is being done under contract, the organizer can keep the copy. A copy should also be entered into the notebook or file folder kept by our race director.

In addition, results information is distributed as follows: (1) the Gazette Telegraph (faxed) generally, the first ten finishers and all age group winners--both male and female, (2) a printed copy of the entire results to the Runner's Roost, and (3) the results computer disk to the editor of our club's newsletter.

### **"BIG SANDWICH BOARDS"**

Since the development of the computerized results, this method has seldom been employed; however, it could still be used in the absence of the computer program.

For this method, the following are needed: (1) the 30" by 40" "big sandwich boards" with sequentially numbered spaces, 1-100, for runners' pulltags, (2) two-sided carpet tape, (3) colored circular dots--- stickers, (4) results sheet, including age-group places, and (5) ballpoint pens.

Since each sandwich board has room for one hundred pulltags, know how many boards will be needed. If more than one board is being used, be sure to number each board. The boards are prepared in advance by applying a length of carpet tape down the middle of each column of pulltag spaces. At the appropriate time into the race, the outer covering of the tape is removed and presents a double-sided tape application. In addition, the colored dots---different colors for male and female --- are prepared showing age group and place.

The results crew is generally positioned near the exit and side of the finish chute. After crossing the finish line and walking through the chute, each runner hands his/her pulltag to the tag collector. The tag is given to a results person who attaches it to the board in the order of finish. (If this is a fairly large race, pulltags will be placed on numbered spikes; the completed spikes are then given to the results crew.) Another member of the results team notes the order of finish of the runners. Using the colored circular stickers, or dots, the results person affixes the proper dot to the pulltag of the runner (for example: first place male in 20-24 age group would have that dot affixed to his pulltag). The overall male and female winners and age-group places are entered on the results sheets. The completed sheet will be used for the awards and for publication.

## **NUMBERED STICKS**

While the numbered sticks method is seldom used, some smaller, low-key races find it preferable. Nielson Challenge is our case in study. The procedure described is but one of several variations using sticks.

### **MATERIALS NEEDED:**

- 1 numbered tongue depressor sticks in numerical order--usually rubber banded in groups of twenty-five,
- 2 clipboard, table, or other firm object to write on,
- 3 writing instruments,
- 4 sheets of paper designed for listing runners in order of finish and also for age groups by sex.

As each runner crosses the finish line, the runner stays in order and as runner exits chute, the runner is handed the stick that corresponds with order of finish. The runner is instructed to give the stick to the results crew. Runner's name, age, and sex are recorded according to finishing order, then age-group place determined on separate sheet. If an unregistered runner (turkey) exits the chute, do not give him a numbered stick; instead, stick it in your pocket or give it to another volunteer and see that the results team knows that its (the stick's) corresponding time needs to be negated.

## **VOLUNTEERS**

The key to a successful race is the work of the volunteers. The Pikes Peak Road Runners has some volunteers who have been loyal for many years. Other volunteers are just "getting their feet wet." Nothing warms the heart of a race director more than new persons asking to help or saying "yes" when you phone them. Keep a list of names, phone numbers of all, and keep adding to it. Share the names with other club race directors and the race coordinator.

When you are planning the race, know where volunteers will be needed and how many. Based on the total number of required volunteers, it could be advantageous to have a certain number of extras, for on race day, you could have "no shows," especially if the weather is bad. After you have all the volunteers needed, people might still phone you and ask to volunteer. Do not turn them down. They could be a godsend on race day.

It is important to know who is calling the potential volunteers. Are you doing it? The race coordinator? Is the finish line director calling for that area? Coordinate and communicate.

Before making your calls, prepare the message in advance, in order that you do not leave out important details. Your message should include the name and distance of the race, the time and date of the race, its location, when and where the volunteers should check in, and the type of job (finish line, results, water station, course marshal, split timer) you're asking the volunteer to do. In most races, volunteers check in one hour before race time. This allows for training the volunteers and seeing if any volunteers did not show. (On race day, if there are too many "no shows," you might have to ask spectators to volunteer.) In some cases, a volunteer will need directions on how to reach the race site. Be prepared for this. It could include sending the volunteer a map.

Keep track of your calls. Making notes of the results of each call will help you in making return calls.

Not all volunteers are the result of your calls. Some will call you. Some might volunteer for future races while at a present race. Be sure you write their names and phone numbers down and the races they wish to work.

On race day, have a check-in sheet to know which volunteers were there and how many hours they worked--including credit for reasonable travel time (some races require considerable travel). Get the volunteers' hours to the volunteer coordinator.

## **WATER STATIONS**

Better to have too much than too little! What a way to start a topic! But true! When it comes to providing water and cups for the runners, do not skimp. More than once even optimistic planning for this has gone awry. Seeing hot dehydrated runners approaching an aid station on the course or after finishing the race searching for water (long gone) will make a believer out of any race director. Remember. There will also be volunteers there and some spectators. Plan!

Water is important at any race. A race on a 90° day in July undoubtedly will need plenty. Knowing how many runners a particular race has averaged in years past might be a help, but more runners could show up.

Water should be available to runners at the start and finish areas. For a 5K course, a water stop about halfway into the race should do it. For longer races, have one about every 2-3 miles. On very hot days, more water stops might be needed. Plan.

Be sure to have the right kind and size of cup. Stay away from Styrofoam or plastic cups. Styrofoam cups are easy to break or the wind can blow them in all directions after runners drop them. Plastic cups are slippery if stepped on and clumsy for runners to squeeze. Seven-ounce, coated, paper cups are best, according to Malamud. Smaller ones do not hold enough water and bigger ones too much. Check with your equipment manager to confirm that the necessary cups will be available.

How many cups should you have? Opinions vary. On a hot, long course, some runners will take two cups --- one to drink and one to pour on his/her head. On a 5K, many experienced runners will not take water at all. Just to be on the safe side, have two per runner per aid station, including the finish and starting lines. Since paper cups come in sealed plastic bags, unopened ones can be saved for another race.

## **THINGS TO THINK ABOUT**

You will need the following for each water station: sufficient water and cups, suitable tables, trash can and liner. (Egger feels that water-stop volunteers should wear latex gloves.)

Check with the course director on the best location to put the aid station(s) (tables, water, cups, trash cans). The runners should be able to get the cups from the volunteers easily without being impaired.

Usually, we use our club's containers to haul the water. A club member (usually the one driving the van) fills them up at his/her residence. Let this person know how much water to bring. Occasionally, we have used plastic trashcans with a bag liner (and pitchers for pouring) in large races. When filled, these are heavy and require much strength to unload from the vehicle. Water might be available at the race site and near a course aid station.

Have bag-lined trashcans at all aid stops. Since the runners will discard their cups on the course, volunteers will need to collect and deposit them into the trashcans (the cups, not the runners).

On race day, the water stations will be set up in the proper places on the course, the finish line, and starting line before their volunteers are at the sites. At the start and finish areas of some small races, the table, water, cups, and trashcans can be set up; the runners can then fill their own cups.

The volunteers assigned on the course (at least two in little races and more in larger ones) should start pouring water into the cups and setting them in rows on the table. Only fill the cups half full! The volunteers should position themselves several feet apart as the runners go by, shouting, "Water! Water!" The best way to transfer the cup from the volunteer to the runner is as follows: The volunteer tests the cup on the palm of the hand; the runner can then easily grab it. While an alternate method is to have the volunteer hold the rim with the tips of the fingers, sometimes, he doesn't let go soon enough, and the cup ends up on the course--not to mention the sanitary part of this method.

## **STARTING THE RACE**

### **THE STARTING LINE:**

On asphalt, the start can be lined with colored tape, duct tape --- or, as a last resort --- flour. The advantage of tape is easy removal after race start. On dirt or grass, if line definition is required, flour is preferable. If city or county officials discourage this, traffic cones can be put at each side of line. A volunteer sighting across the cones can see that the runners are not over the "line." some races can use a line drawn across a dirt road. For any certified course, regardless of the surface, the line must be accurately and plainly shown. If neither banners nor signs are present at the starting line, placing cones on each side can direct runners to it.

### **ANNOUNCEMENTS:**

Any announcements that need to be made should be given to the announcer in plenty of time. Announcements of importance might have to be made more than once. In some of our larger races, runners need to be informed of the location of the starting line at least 15 minutes before race start (and repeated as needed). At this time, if the starting line is not located where runners have congregated, runners should be directed to start moving to the starting line. Repeat at 5 minutes. For some races, director's judgment will determine time for runners to start moving to the starting line.

### **RUNNERS' CLOTHING (sweat check):**

Many runners wear their warm-ups to the starting line but will remove them before the start. If the finish is some distance from the start, a means to transport the clothing back to the finish will be needed. Writing the runner's bib number on a

plastic bag with a felt tip marker will identify ownership. Runners should be informed of this service and its location.

#### TIMERS:

It is advisable to have these volunteers at the starting line and in position at least 5 minutes before race start or at the time the finish line director states. It is the responsibility of the finish line director to have all the volunteers trained in the use of their timing devices.

Use two (2) Chronomix 737's -- one to be used as the "primary" and the other is noted as the "secondary" timing per event (some races have two events, a 5K and a 10K). It is important that the 737 timers push the "S" (start) key on the keypad at race start rather than using the timing cord in the start jack. Leave the timing cord in the lane jack. In some past races, using the timing cord start has resulted in the volunteer forgetting to change the cord into the lane jack---the result being the runners' times were not recorded (another reason for having a back-up system). Use the Seiko SP-11 and a Seiko S-129 as the stopwatches for the manual select-timer team; however, start two (2) other stopwatches as back-ups. If planned, a third 737 with a select timer keypad can be started. If the finish and starting lines are in close proximity, the overhead digital Race clock can be activated at the start; if not, it can be preset and started with a stopwatch at the finish line.

#### SPLIT TIMERS (OPTIONAL):

Is the course on roads or streets? The driver of the transport vehicle must know the course. If it is possible, furnish each split timer with two stopwatches, in case one malfunctions. These volunteers should be in position in the transport vehicle approximately one hundred yards ahead of the starting line. At race start, they start their watches and, are driven to their positions. If the course is, of short length, the design of the course, whether on road or path, might lend itself to the split timers standing in sight of the starting line and jogging to their mile marks.

#### LEAD VEHICLE:

This section applies only to specific races. The lead vehicle can take "many forms": a car, a pickup, a bicycle with a pennant flag, a police car, or a police motorcycle. In many cases, the type of course will determine which vehicle is suitable --- if at all. Its purpose is to guide the runners along the correct course. Regardless, the driver or cyclist must know the course. Since the lead vehicle must pull off the course before the finish line. The area designed by the finish line director and course director is specifically planned for this exit. As the lead vehicle pulls off the course, a volunteer needs to stand on the course and direct the runners toward the finish line.

Important: On race day, be sure there are no obstructions on the course ahead of the starting line. Runners can trip on cones, bump into spectators, or scrape against cars. Plan for this.

#### PRE-START ANNOUNCEMENTS, INTRODUCTIONS, ETC.

(If a P.A. system is not available, use the Half-Miler Hailer --a type of bullhorn.) In your pre-race planning, determine who is going to do the following: (1) Make introductions of individuals, if applicable, (2) give last-minute instructions, (3) who is starting the race, and (4) how the race is going to be started--starting pistol, cannon, horn, voice commands, etc. (The timers and runners need to know!) At one

time, a five-second countdown was used to start the race, but some runners anticipated the count and started too soon.

**BASIC VOICE START:**

Runners are at the starting line. After all announcements have been made (Use Half-Mile Hailer if no PA system), check to see that the lead vehicle and the transport vehicle with select timers are ready (if applicable). Look at timers and say, "Timers, are you ready?" Then to runners, "Runners to your marks. GO!"

**OTHER START:**

Same as above but replace GO with the other "sound."

**EXPANDED BASIC CHECK LIST FOR RACE DIRECTOR**

If this is a Pikes Peak Road Runners' race, all items stated for organizer will need to be done by our race director.

- 1        **RACE DATE AND TIME**  
This needs to be determined as soon as possible--even before contract is finalized. Check with club's race coordinator to be sure that the correct date and time are in the PPRR monthly calendar.
- 2        **CONTRACT APPROVED**  
Get copy at least three months in advance; for a new race, sooner if possible.
- 3        **MEETINGS WITH ORGANIZER**  
Try to set up initial meeting at least three months in advance. Before meeting, study all items in the contract. SUGGESTION: Use a checklist of race activities with organizer.
- 4        **TIME LINE FOR ORGANIZER AND YOUR RACE COMMITTEE MEETINGS**  
It is important to keep informed and on schedule with the pre-race activities. If no race committee meetings, communicate individually with them.
- 5        **ALL NECESSARY PERMITS OBTAINED**  
If contracted race, generally done by organizer; if our race, your responsibility. If in city or county park, PPRR race coordinator might already have it reserved. Confirm.
- 6        **COURSE ESTABLISHED**  
Old races, new races! The course can be changed, even in emergencies on race day. Be sure you and the organizer have it established. Make or get a map of it.
- 7        **COURSE APPROVED BY AUTHORITIES**  
Without this, there may be problems or race cancellation. Know who is doing this, our club or the organizer. If city road closure involved (even in city park), it is necessary to have permission and police officer present.



- 8        **INSURANCE CERTIFICATES CONFIRMED**  
PPRR will furnish entities involved with certificates as additional insured for our areas of involvement. Organizer should furnish us with one (from its insurance company) for their areas of involvement, if possible. Communicate with PPRR insurance volunteer.
- 9        **COURSE CERTIFIED by USA TRACK AND FIELD**  
Optional. Most courses are not certified. Organizer's decision.
- 10       **POLICE ASSISTANCE**  
If needed on city streets or in city parks. Usually organizer's responsibility
- 11       **AMBULANCE**  
This is the responsibility of the organizer. May be on call in some cases.
- 12       **MEDICAL AID (OTHER)**  
Nurses, fire department volunteers, or other trained persons. Organizer's responsibility.
- 13       **RACE COMMITTEE CHOSEN** (as necessary)  
Finish line, results, course, registration race day. Choose committee as soon as possible and COMMUNICATE!
- 14       **PPRR VOLUNTEERS**  
Who is responsible for getting volunteers for finish line, results, course, race day registration, other?  
  
Know total number of PPRR volunteers for T-shirts and sizes. (A good idea to give T-shirts to police officers.)
- 15       **PPRR VOLUNTEER NOTIFICATION**  
Know where and when to report. Who notifies?
- 16       **ORGANIZER'S VOLUNTEERS**  
Contract determines areas of responsibilities. Confirm.
- 17       **PUBLICITY**  
Usually handled by organizer.
- 18       **T-SHIRT RESPONSIBILITY** (buying, designing, and sizes)  
Organizer's responsibility.
- 19       **ENTRY FORM** (flyer)  
Organizer usually responsible for. Good idea for our race director to check it for completeness, clarity, and paper size before it goes to the printer. Know quantity for our newsletter. Confirm quantity with our membership chairperson.
-

**ARRANGEMENTS MADE TO PICK UP ENTRY FORMS IN TIME FOR INCLUSION IN OUR NEWSLETTER.**

Organizer to coordinate with PPRR race director for pick up/delivery of newsletter insertion. Emergencies? Organizer contacts the PPRR race director.

- 20 **RACE BIBS AND ACCESSORIES** (Organizer's responsibility)  
Know how results are being done. If computerized, bibs **may** need to have bar codes (standard 3 of 9). Confirm. Advise on proper type of bibs: format, including pulltag hole. Safety pins (4 per bib).
- 21 **TOILET FACILITIES:** (Organizer's responsibility)  
Can be in a building or Portajohns. For Portajohns, usually one per one hundred runners (start and finish areas).
- 22 **SOUND EQUIPMENT:** (if large organization, their responsibility)  
PPRR's Half-Mile Hailer adequate for most races.
- 23 **PPRR EQUIPMENT MANAGER**  
Confirm that all needed items are available for race.
- 24 **PPRR VAN**  
Pre-race loading. Who/When? Use checklist.
- 25 **ENTRY PROCESSING**  
If computer results, contact club person doing input. FORM MUST HAVE NAME, AGE, SEX, ADDRESS, PHONE NUMBER AND BIB NUMBER ON IT. MUST BE SIGNED AND DATED. Is runner a minor? Parent or guardian must sign.
- 26 **BIB NUMBER PROCESSING**  
Name, age, and sex must be on it PRINTED! BALLPOINT PEN OR MARKER! If computerized, check with results person to see if bibs need to be bar coded.
- 27 **COURSE SECURITY AND SAFETY**  
Will roads need to be closed? Radio communication? Course marshals in strategic places? Police officers? Course marking? Signage? Whose responsibility?
- 28 **ONGOING COURSE CHECK**  
Course in good shape? No construction or weather problems? MONITOR!
- 29 **COURSE AND ENTRY KEYS**  
Is race in a city park such as Palmer Park where keys are needed to unlock locked gates? Who gets and returns keys?
- 30 **COURSE MARSHALS TRAINED**  
They know where they go and what they need to do. Orange vests advisable. How do they get to their positions and back?
- 31 **WATER STOPS** (aid stations)  
Two paper cups (7-9 oz.) per runner per stop (especially on hot days). Tables. Trash can and bag. PLENTY OF WATER. Also at start and finish areas. Volunteers trained?
-

- 32     **PPRR VOLUNTEER CHECK-IN (RACE DAY)**  
Get sheet for arrival time and T-shirt sizes. Determine each person's volunteer hours, which will be turned in to PPRR volunteer coordinator.
- 33     **ORGANIZER'S VOLUNTEERS**  
Present and trained. Split timers?
- 34     **CROWD CONTROL:** (Usually large races)  
Mostly in finish line area. Officers? Volunteers? Fencing or tape?
- 35     **FINISH LINE SET UP**  
Responsibilities of finish line director to set up and train volunteers. Responsibility of PPRR van driver to unload finish line materials before marking course.
- 36     **RACE START**  
Who is the starter? Any announcements?
- 37     **EVENT SWEEP**  
Whose responsibility?
- 38     **RESULTS PROCESSING:**  
Area determined. Equipment determined. Alternate area determined (if applicable).
- 39     **REFRESHMENTS**  
If any, organizer's responsibility.
- 40     **RACE DAY REGISTRATION**  
Things needed: cash box, petty cash, entry forms, ballpoint pens or markers, race bibs, safety pins (four per bib), T-shirts, tables, chairs, ENOUGH TRAINED VOLUNTEERS? Whose responsibility?
- 41     **RACE DAY PREREGISTERED RUNNERS**  
List with names and bib numbers. Bib pulltag must have RUNNER NAME, AGE, AND SEX. Runner to check for accuracy.
- 42     **RACE DAY COURSE MARKING**  
Volunteers to do it. Materials needed to do it. Course checked before race--just in case of unforeseen problems.
- 43     **MASTER OF CEREMONIES AND ANNOUNCER**  
Both are organizer's responsibility.
- 44     **AWARDS CEREMONIES**  
Know who is doing this. What time?
- 45     **RESULTS TO**  
Organizer, Runners Roost, PPRR newsletter editor, Media.
- 46     **PPRR DRIVER**  
To pick up equipment on course after race.
-

- 47     **PPRR EQUIPMENT POSTRACE LOADING**  
Van, timing equipment, other. Everything loaded in the right vehicle?
- 48     **FINALE**  
Notes made a race critique to be set up later.
- 49     **RECEIPTS AND INVOICES**  
All receivers and invoices must be turned into the Treasurer promptly, either for payment or for reconciliation with an appropriate statement/invoice and future payment.

PPRR RACE DIRECTOR'S CHECK LIST FOR EVENT

- 1     Race date and time approved
- 2     Contract approved
- 3     Meetings set with organizer's representative
- 4     Timeline for meeting and pre-race planning
- 5     Permits
  - City
  - County
  - CSPD
  - Park and Recreation
  - Other
- 6     Certificate of Insurance (if organizer has own insurance, exchange of certificates required).
  - Organizer
  - PPRR
- 7     Course established/approved  
Course map obtained
8.    USAT&F sanctioning (if needed)
- 9     Assistance
  - Police
  - Medical
- 10    PPRR Race Committee
  - finish line
  - results
  - course
  - race day registration
  - other

- 11 PPRR Volunteers
  - finish line
  - results
  - course
  - race day registration
  - other
  - number required
  - t shirt sizes
- 12 Volunteers notified of race day reporting and venue
- 13 Organizer's volunteers and assignments
- 14 Publicity
- 15 T-shirt responsibility (design/procurement)
- 16 Race Entry forms
  - Quantity for newsletter insertion
  - Pickup for newsletter stuffing
- 17 Runner bibs and safety pins
- 18 Toilet facilities (porta-johns or permanent)
- 19 Sound equipment
- 20 PPRR race day van driver
- 21 Runner data computer input
- 22 Provisions made for loading of van before race day. Checklist of equipment needed.
- 23 Confirmation with PPRR Equipment Manager that all needed items are available for race day. Any special requirements?
- 24 Course security and safety
  - Course Marshals
  - Communications
  - Road closings
- 25 Course marking and signage
- 26 Finish line setup and checking timing equipment
- 27 Race day registration
  - entry forms
  - safety pins (#1)
  - ballpoint pens (Sharpie ultra fine markers)
  - petty cash

race bibs

- 28 Race day pre-registered runner check in
- 29 Crowd control, if needed
- 30 Communications (CB or other)
- 31 Split timers (if in contract)
- 32 Results processing during race
- 33 Master of Ceremonies  
Announcer
- 34 Refreshments
- 35 Completed results to:
  - Organizer
  - Runners Roost
  - PPRR Editor
  - Gazette
- 36 PPRR equipment post-race loading
  - van
  - electronic equipment
  - other

RACE DAY CHECK LIST FOR BASIC RACE

- \_\_\_\_\_ aprons (turkey cards, substitute cards, pens)
- \_\_\_\_\_ bases
- \_\_\_\_\_ battery
- \_\_\_\_\_ bibs
- \_\_\_\_\_ big boards
- \_\_\_\_\_ breaker whistle
- \_\_\_\_\_ broom
- \_\_\_\_\_ canopy and tarp
- \_\_\_\_\_ caps
- \_\_\_\_\_ caution tape
- \_\_\_\_\_ CB
- \_\_\_\_\_ chronomix 737/with case
- \_\_\_\_\_ clipboard
- \_\_\_\_\_ computer
- \_\_\_\_\_ cones
- \_\_\_\_\_ course cones and arrows
- \_\_\_\_\_ course posts and bricks
- \_\_\_\_\_ duct tape
- \_\_\_\_\_ entry forms
- \_\_\_\_\_ fencing
- \_\_\_\_\_ field tables
- \_\_\_\_\_ gallon plastic bags
- \_\_\_\_\_ half-mile hailer, yellow tape
- \_\_\_\_\_ long tables
- \_\_\_\_\_ manual counter
- \_\_\_\_\_ mile markers
- \_\_\_\_\_ numbered spikes
- \_\_\_\_\_ orange vests
- \_\_\_\_\_ pail
- \_\_\_\_\_ paper
- \_\_\_\_\_ paper cups
- \_\_\_\_\_ pennant for swing rope (breaker)
- \_\_\_\_\_ pens
- \_\_\_\_\_ petty cash
- \_\_\_\_\_ pins
- \_\_\_\_\_ pliers
- \_\_\_\_\_ posts
- \_\_\_\_\_ pre-registered runners' bibs
- \_\_\_\_\_ printer
- \_\_\_\_\_ race clock and stand (brace and bolts)
- \_\_\_\_\_ results box (stickers, place sheets, tape
- \_\_\_\_\_ rope
- \_\_\_\_\_ S-129 timer
- \_\_\_\_\_ scissors
- \_\_\_\_\_ select timer clipboard, sheets, pencils
- \_\_\_\_\_ select timer keypad
- \_\_\_\_\_ signage

\_\_\_\_\_ SP-11 timer  
\_\_\_\_\_ stands  
\_\_\_\_\_ stopwatches  
\_\_\_\_\_ t-shirts  
\_\_\_\_\_ water containers  
\_\_\_\_\_ wire

**RACE DAY REMINDER**

You have everything you need. You prepared for this by using your equipment check list and responsibilities checklist. You either loaded the van or had members of your race committee do it. (Remember: the finish line materials, water station (aid station) items, results materials--and other items-- will also be in the van. You confirmed (weeks ago) who is driving the van. Usually it is the person marking the course. Have at least two people in the van on race day--one to drive and one to mark.



**CONTACTS**

City Parks, Recreation and  
Cultural Services

Scott Abbott  
SAbbott@springsgov.com

Rick is the contact for new races, problems, essential information, and assistance. He also is part of Trails and Open Space. He also works with the Garden of the Gods Advisory Board

Kurt Schroeder (719) 385.6555  
[kschroeder@springsgov.com](mailto:kschroeder@springsgov.com)  
Stacy Fitts (719) 385-6519  
sstang@springsgov.com (719) 578.6934f

Trails and Open Space

Stacy is the contact person for reservations for park areas and confirmation that a race is on its schedule. Special Event Applications are required, along with a course map.

Colorado Springs Special  
Events

Brianna Goodwin (719) 385-5476  
[bgoodwin@springsgov.com](mailto:bgoodwin@springsgov.com)

Brianna serves as the main point of contact for all city-wide special events and is the liaison between event organizers and the City departments involved.

Colorado Springs Police  
Department  
Special Events

Sgt. Rob Kelley (719) 444.7705  
[KELLEYDA@ci.colospgs.co.us](mailto:KELLEYDA@ci.colospgs.co.us)

Sgt. Kelley is the officer in charge of special events for the city. When any part of a race is on city streets or on roads and streets within city parks, he is the person who must approve the route, approve the closure of any streets and provide police assistance as required by law

Noise Hardship Permits (719) 444.7891

Noise permit associated with an event.

Colorado Springs Fire  
Department

Lt. John Aker (719) 385-7238  
[jaker@springsgov.com](mailto:jaker@springsgov.com)

Lt. Aker is the Medical Director for Community Affairs for the City of Colorado Springs. He works in

conjunction with the CSPD and  
together with the fire department has  
medical services available at special  
events, on a limited basis

El Paso County

El Paso County Parks  
Department  
2002 Creek Crossing  
Colorado Springs, CO 80906

Sabine Carter (719) 520-6980  
SabineCarter@elpasoco.com

County park reservations.  
Application for event and course map  
must be submitted

El Paso County Sheriff's  
Department  
205 South Cascade  
Colorado Springs, CO 80903

Jane Fromm (719) 520-7249  
JaneFromme@elpasoco.com

Possible contact when applying for a  
Road Usage Permit and Sheriff Office  
assistance

Department of Transportation  
Traffic Engineering  
3460 Marksheffel Road  
Colorado Springs, CO 80922

Wendy Johnson (719) 520.6460  
wendyjohanson@elpasoco.com

Provides required documentation to  
be used in the closing or usage of  
county roads. Requires submittal 3  
months before event to allow time for  
county commissioners to sign-off on  
request.

Jolene Leno (719) 520.6460  
Jolene\_leno@elpasoco.com

Black Forest Volunteer Fire  
Department  
12510 Black Forest Road  
Colorado Springs, CO 80908

Franklin Blaha (719) 495.4300

Medical assistance in the Black Forest  
area

TriLakes Fire Protection  
District  
PO Box 314  
Monument, CO 80132

Ron Thompson (719) 481.2312  
Medical Captain

Medical assistance in Monument,  
Palmer Lake and El Paso County  
Parks

Town of Monument  
Town Clerk

Scott Meszaros (719) 884-8014  
smeszaros@townofmonument.net

Road permit

US Department of Agriculture-  
Forestry Service  
Pikes Peak Ranger District  
601 South Weber  
Colorado Springs, CO 80903

Sue Miller (719) 477-4222  
smiller@fs.fed.us

Office provides special usage permits for events that are held in the national forest or parks. Annual operations plans required.

Hercules Racing Numbers  
(Paragon Printing)

Procurement of race bibs and various race event items

Rainbow Racing Systems  
PO Box 18510  
804 West Rosewood  
Spokane, WA 99208

(800) 962.1011  
(509) 326.5470  
(509) 326.5795f

Procurement of race bibs and various race event items

PrintTech  
3678 Kinsman Boulevard  
Madison, WI 53714

(608) 241.5027  
(800) 682.7746  
(608) 241.5067f

Procurement of race bibs and various race event items

Paul Willems  
paulw@ptpromo.com

Electric City Printing Co.  
PO Box 1920  
Anderson, SC 29622

(800) 277.1920  
(864) 224.6331  
(864) 224.3339f

Procurement of race bibs and various race event items

Marathon Printing, Inc.  
Pacific Business Park  
12750 NE Marx  
Portland, OR 97230

(800) 255.4120  
(503) 255.4122  
(503) 255.5711

Procurement of race bibs and various race event items

Craig Ottinger  
sales@marathononline.com

Cleaner's Supply  
1059 Powers Road  
Conklin, NY 13748

(800) 368.7768

#1 safety pins

The Gazette  
30 South Prospect  
Colorado Springs, CO 80903

Sports (719) 636.0250 Editor  
[gtsports@gazette.com](mailto:gtsports@gazette.com) (719) 636.0163f

USA Track and Field  
Colorado Association  
16255 East Alaska Place #6  
Aurora, CO 80017

YMCA/Downtown Center  
207 North Nevada Avenue  
Colorado Springs, CO 80903

Scott Clinton (719) 329.7231 Downtown Executive Director  
[sclinton@ppymca.org](mailto:sclinton@ppymca.org)

Candi Wamsley (719) 329.7232 Business Manager  
[cwamsley@ppymca.org](mailto:cwamsley@ppymca.org) Multi-purpose room and Board  
Room reservations.

### **SOURCES TO HELP YOU**

Egger, Wally. Guide for Race Directors (Revised: 1992.)

Wally is experienced in producing and directing major races. His guide is concise and gives basic information on doing a race. An excellent race director's checklist and outline on designing an entry form are part of this. (You can get a copy through his company, Rainbow Racing System 1-800-962-1011.)

Kardong, Don (editor). The Road Runners Club of America Handbook (Fifth Edition, Revised). Alexandria, Virginia: The Road Runners Club of America. 1991.

This is the basic handbook of RRCA. It has information on events big and small. You can find much to help you on just about any aspect involving running and running clubs.

Malamud, Brad. How to Direct and Produce a Road Race. 1988.

An in-depth book by a major race director, which explains how to do a major road race, yet many ideas in it, can benefit smaller events. It has an excellent appendix of checklists and information with permission to reproduce for races.

**KILOMETER/MILE CONVERSION**

<b>Kilometer</b>	<b>Mile</b>
1.0K	.62137119
5.0K	3.01068560
6.0K	3.72822719
6.6667K	4.14249536237
7.0K	4.34959838
8.0K	4.9709695
8.3334K	5.17813475475
9.0K	5.59234069
10.0K	6.2137119
12.0K	7.45645438
13.3334K	8.28499072474
14.0K	8.69919676
16.0K	9.941939
16.6668K	10.3562695095
18.0K	11.18468138
20.0K	12.4274238
21.0975K	13.10938