

GBRC Race Director Guidelines / Timelines / Checklist

These guidelines are arranged two ways, with most items on both lists:

A: chronological order – the timelines / checklist

B: ordered by category; for example: course marking, volunteers, etc.

Note concerning the environment: We strive to make our events Zero Waste events. All consumables, including cutlery, cups etc., should be compostable and must be collected and recycled appropriately. We do not issue swag bags, distribute flyers, etc. Avoid using plastic, and recycle any that is used. Race marking should be such that there is no trace of the race once the race cleanup is done; spray chalk may be used, sparingly, only on porous trail surfaces; preferably use lime.

Note concerning funding: Keep receipts for all purchases and expenses. Some costs (particularly those related to site rentals and SSC services) can be paid directly to the provider by our Treasurer, and permit costs may be paid directly by our Race Permit and Equipment Coordinator (RPEC). Other expenses (such as bibs, awards and foodstuffs) can be reimbursed after the event. Be prepared to provide a complete budget report, including all income and expenditures, after your race.

Note concerning permitting: Race permits and access to race venues is usually subject to getting permits from the relevant authorities and then abiding scrupulously by the terms of those permits. Obtaining the race permits is typically handled by the RPEC, in consultation with the Race Director (RD), while reserving the race venue(s) is typically done by the RD. The RD is responsible for ensuring that the race stipulations are carefully followed; this includes enforcing the relevant parking rules, arranging for flaggers, signage and police coverage, etc. Failure to do so endangers your race, other GBRC races, and our insurance coverage.

Note concerning technology: Several items in this handbook involve the use of information/computing technology. Examples include accessing GBRC membership information on-line, on-line race registration, finish line timing (Webscorer), and GBRC race website updating. Details on how to do these things are provided in an appendix to this manual.

Current GBRC office holders and contact details:

President / Volunteers: Larry Lober loberlober@frontier.com

Treasurer: Gale Pfueller gpontrack@yahoo.com

Permits / Equipment: Allison Allen allisonallen@frontier.com

IT Manager: Julie Kulp jkara968@gmail.com

Sponsorship: Michael Brisbois michaelbrisbois@hotmail.com

Webscorer Guru: Zach Brown webscorer@gbrc.net

A. TIMELINES / CHECKLIST

At least 6-9 months prior to your race:

____ Verify your race date: check for conflicts with other local races etc.

____ If your race uses chip timing, contact your provider to reserve them for the race date. We usually use BuDu Racing, which gets us a frequent user discount. To change a GBRC event into a chip timed race requires GBRC board approval; to start using chip timing, get board approval first. Chip timing is expensive, and results in club members having to pay race fees.

____ Review and update your race course and map, including mile marker locations and major road crossings. Check for any changes in trail, road or parking access etc. to existing courses. If it is a new or modified course, use the wheel or GPS or software such as mapmyrun to measure the distances. You will need the updated map when securing your race permits and sites.

_____ Check with the RPEC regarding who will, and how to, obtain the proper county/city/state permits. You will need a clear map and course description, and a detailed parking, traffic and transportation plan. Begin the process of getting the race permits as soon as possible.

_____ Secure the rental of any Bellingham and/or Whatcom County Parks buildings that will be used for the event. These spaces get booked up early ! You will need to submit an application form, which also requires a course map and a parking / transportation plan. Check the department's websites for the relevant procedures (these change often) and give the relevant office a call before applying; they will guide you through the process. You may be able to apply on-line, and you may have to pay a deposit (currently \$50) in order for your application to be reviewed. GBRC is a non-profit; get the corresponding reduced rental rates if available. Submit your receipts to the GBRC Treasurer for reimbursement, or ask him to pay Parks directly.

_____ Post the anticipated race date, and the dates on which registration will open and close, on the race website.

At least 3-4 months prior to race:

_____ Verify the race details (registration cost, methods, dates etc...) and update them on the GBRC race website. Race entry fees are determined by the GBRC board; check with the board for the latest authorized figures.

_____ Carefully read through your race page on the gbrc.net website. Make sure all the details, including parking and race director contact information, are up to date and accurate. You are in charge of all the information on the website about your race while you are the Race Director. If changes need to be made, you can either do them yourself (consult the appendix) or ask our IT coordinator to make them.

_____ Set up on-line registration, if used. Many GBRC races use Webscorer for on-line registration and / or finish line timing - contact a GBRC board member or Zach Brown (webscorer@gbrc.net) for assistance and access to Webscorer if needed. If chip-timing is used then registration will need to be coordinated with your timing provider; contact them to guide you through the relevant procedures and formats.

_____ If race t-shirts or other event souvenirs are provided, make the relevant arrangements for their production and establish the price. Include the option to purchase and select sizing with the on-line registration and payment; order only a few, if any, for possible race day purchase. Use the authorized GBRC logo on all t-shirts/race souvenirs. We have a standing account with Amjay, who also has the club logo available. Caution: do not endanger our non-profit status by doing much more than covering your race outlay costs.

_____ If publicity beyond the GBRC website is desired, design and distribute the relevant materials. Please keep advertising costs to a minimum. Only the current authorized GBRC logo is to be used in any such publicity materials.

_____ Check the status of your race permit with the RPEC. If the race permit includes stipulations regarding flaggers, signage, police presence, etc., make plans to meet the requirements and contact relevant providers in good time.

_____ Confirm how many volunteers are required, map their locations and determine their duties. Prepare maps and lists of duties to distribute to the volunteers (contact the previous RDs for assistance if needed).

Comment: many race directors are contacted by t-shirt or race bag vendors, photographers and other companies that provide services to events. Be very cautious in making arrangements with these vendors or accepting free race gifts/trinkets they may offer as a promotion of their company. If you have questions or concerns with this, contact the GBRC board for guidance.

_____ Contact the Sponsorship Coordinator regarding sponsorship questions and recruiting sponsors. Certain races, like Haggan to Haggan, have primary sponsors who should be consulted before seeking other sponsorship. There is a host hotel (currently the Oxford Inn) with discounted rates for participants.

_____ The goal of sponsorship is to work with local business to boost their business and community involvement, provide awards to race participants without adding to the club's costs. Our sponsorship coordinator will work with RDs to provide awards and merchandise like gift certificates or hotel stays for participants and winners. Sponsors might for example sponsor distance markers, or get a mention on the race website, for their contribution.

At least 2 months prior to race:

___ Open on-line registration, if used and not already opened.

___ Contact the GBRC volunteer coordinator, who will assist in recruiting race volunteers. Previous volunteers are often willing to serve again. The RD should promptly contact all prospective volunteers to confirm their contact details and availability and assigned duties and times.

___ Check the status of sponsorship and ensure sponsors are recognized on the website or elsewhere, as appropriate. The time window for recognized sponsorships should probably close about two months before the race date.

1 month prior to race:

___ Check with the RPEC to ensure there are enough numbered race bibs or race tags in the equipment storage unit for your race. If you need to order more bibs, do this online through Rainbow Racing Systems. Consider using different colors for males and females and for different distances if relevant, and you may want tear-off tabs for the finish line. If your race is chip timed, coordinate with your provider on which bib #'s/colors you will be using.

___ If necessary arrange for flaggers. GBRC has some members who are qualified flaggers and may be willing to volunteer; contact Larry Lober to confirm availability of such flaggers. Otherwise the preferred sources are LaborMax (Blake Lulloff (360) 661-6001 or (360) 755-1281) or SignSource.

___ If necessary, arrange for porta-potties through SSC 360-734-3490. Have SSC bill GBRC (PO BOX 683, Bellingham WA. 98227) directly.

___ Arrange with SSC to supply food waste / recycle bins to all race events. Information on how to organize your event to make it a Zero Waste event and using the Food Plus containers is included in the appendix. The storage unit includes signs that you can post on the recycle containers at your event.

___ Check the GBRC equipment list to see what is available for your race. If you have questions, contact the GBRC RPEC and go to the storage unit to confirm that the equipment needed is available and functioning. The storage

unit is just off the northbound I-5 on-ramp at Lakeway Drive: Discovery Park Heated Storage; 1470 King Street; Building B.

_____ Purchase or solicit prizes; order ribbons/awards (if any). The budget that all GBRC races are allotted for prize purchases is \$100; please plan accordingly. It is ok to get donations from businesses to use as prizes but remember that you represent GBRC and have club funds to purchase prizes. Please coordinate all sponsorship requests with Michael Brisbois.

_____ Arrange with the RPEC to pick up a key or to meet you at the storage unit to pick up the equipment for your race during the week before your race. You may keep the storage unit key until all the equipment has been returned to storage, which you should do in the week after your race.

1 week prior to the race:

_____ Reconfirm volunteers and list their names, locations and duties.

_____ Ensure you have an adequate supply of day-of-race registration forms (find original in this packet), race waivers (find original in this packet), and day of race registration forms if you allow day of race registration. **We do not allow day of race GBRC membership sign ups; runners need to sign up online for membership before the race. Runners who show up on the day of the race and are not yet members have to pay full price.**

_____ Pick up ribbons/awards/bibs and race t-shirts etc.

_____ Pick up the race equipment (registration, timing, course marking, aid station, etc) and first aid kit from storage. Check everything is functioning and you have all you need, and that the first aid box is adequately stocked.

_____ Formulate a clear plan regarding what to do if a runner or volunteer is injured or otherwise needs medical assistance. In particular, formulate a clear communication plan, including exchanging cell phone numbers of the course volunteers with the volunteer coordinator at the start / finish line.

_____ Make additional arrows or purchase surveyors ribbon and / or lime etc. if needed to mark the course. You may use Safety Lime on trails for arrows but use it sparingly. Spray chalk must not be used on any roads or sidewalks

since it does not wash away. You can purchase Safety Lime at the Whatcom Farmers Co-op (aka Country Store) on Meridian in Bellingham or Lynden. Directional signs, arrows, cones, fluorescent tape and flagging (to block off side trails) etc. are available in storage for marking.

____ If necessary, alert other park trail users, or relevant homeowners on the course, about the pending race, for example by posting a warning notice on a park signboard or dropping off flyers on relevant doorsteps.

1-2 Days before the race:

____ Buy the race refreshments/food. Some supplies like cups/napkins etc...may be available in the storage unit. Save receipts for reimbursement. Only compostable products (cups, cutlery,...) should be used, and they must be recycled. Cash and Carry on Ohio St. carries appropriate materials.

____ Coordinate with SSC about the placement / location of porta-potties, Food Plus bins and any other waste / recycle material products.

____ Charge clock overnight and familiarize yourself with use of the timers.

____ Test batteries and put new batteries in Seiko hand timers if they are to be used. Check that timers are working properly; load with paper as needed. Keep timers protected from moisture, extreme cold and/or heat prior to race.

____ Set up the money box; make sure to have adequate supply of change – the Race Director is responsible for getting the initial cash into the box and for documenting how much they started with for reimbursement purposes.

____ Prepare materials for the pre-registered participants and for day of race participants (ie. fill out and alphabetize bibs for pre-registered racers, be sure to have extra bibs, sign up and waiver sheets, etc.). For those who have pre-paid for t-shirts etc. mark their bibs to facilitate distribution of the goods. Coordinate with the chip timing company regarding chip assignment etc., and with your finish line organizer if using Webscorer for your results.

____ Put past race results on the result sheet you will be using, to identify new division and course records where appropriate. Copies of blank race results sheets are included in the back of this packet.

_____ Create a poster or other way to recognize and thank any race sponsors.

Day of race:

_____ Mark the race course well. All race signage used must be removable and leave no trace on vegetation or fixtures. Do not use road chalk, and use lime sparingly; preferably use cones or arrows on stakes to mark the course.

_____ Put up the mile/km markers found in storage at the relevant locations.

_____ Arrange the parking area; close off restricted areas with cones etc. You WILL need one or more diplomatic but forceful thick-skinned volunteers to organize racer drop-offs, direct car traffic and organize parking.

_____ Set out the aid station equipment, if any (tables, cups, drink, waste receptacles,...) and relevant safety equipment (vests, flags,...). Keep compostable/recyclable aid station waste separate from other waste.

_____ Put up any relevant posters, sponsorship banners, etc.

VOLUNTEERS – what to do with them:

_____ Have a sign in sheet with volunteer names and where they are assigned.

_____ Have extra maps of the course to show the volunteers where to go, and explain their duties / responsibilities in detail.

_____ Exchange cell phone numbers of on-course volunteers and the RD or volunteer coordinator. Use cell phones if additional equipment is needed at an aid station, or to arrange transportation if a runner is unable to continue.

_____ Distribute safety equipment as needed (road signs/vests etc...) Instruct on-course volunteers where and when to return their safety equipment. You may assign a sweeper to inform volunteers that their duties are complete and to collect their materials (vests, signs etc) as well as the aid station materials once the last runner has passed the relevant location on the course.

Set up registration area

___ Put up course maps at registration. Signs with race fees are also helpful.

___ Have separate lines and signage for Pre-Registered and Day of Race registration. Highly visible signs promote a smooth registration process.

___ Have a separate table, pens and clip-boards where day-of-race entrants can complete their forms/waivers before approaching the registration table.

Registration table

___ Need at least 2-4 trained volunteers (depending on race size) at table.

___ Ensure that every day-of-race entrant has signed the waiver form.

___ Be careful to use the appropriate colored bibs for males and females and for different distances; this makes tabulating the results much easier.

___ Clearly print the runner's name/age/sex/ and distance (if race offers more than one distance) on the tags or bib tear-offs. This might not be necessary if you are using chip timing or Webscorer but is helpful anyway.

___ Remind runners to wear their bibs or tags on the front of their bodies and not to pin the tear-off tab section to their shirts.

Finish area/ Results

___ Set up the finish chute flagging. The appropriate finish chute layout depends somewhat on the timing method being used. If chip timing is used, the chip timing company will arrange things to meet their needs. Typically it is best to extend the chute well in front of the finish line so that runners are funneled across the finish line in single file, and also extend the chute well beyond the finish line to keep the runners in order as results are recorded. It is very useful to have a volunteer manually write down finisher numbers and times; this helps to control and fix the inevitable errors that occur with either hand (Seiko) or webscorer timing and placement, or when technology fails.

____ Set up clock; use cones around the tripod to protect this very delicate and expensive piece of equipment. The clock must be protected from water and rain; the plastic clock cover or the folding race tent are race essentials.

____ Always have back-up timers ready to go when starting the race; usually you start the big clock and the two Seiko hand timers at the same time.

____ Set up the results tabulation area. Plywood boards are available in the storage shed to tape or staple bib tear-offs or tags in the order of their finish. If using webscorer, or doing manual timing and result compilation, a table for the finish line volunteers to organize and collate results is very helpful.

____ 10 minutes prior to start of race make announcement “10 minutes to race start, please get to the start line; pre-race meeting there in 5 minutes”.

____ At the start line inform runners of the course details, any course changes from last year, the location and supplies of aid stations, potential hazards (eg. road traffic) etc. Remind runners of safety and race rules and etiquette issues. Identify and thank any race donors, sponsors, our volunteers, etc.

While the race is in progress:

____ Have somebody sweep the course. Tell volunteers on the course when their task is done; ask them to collect and return all course markers and aid station waste (remember to provide aid stations with Food Plus bins or bags for cups/compostable waste and leftovers) to the finish line. If a runner is unable to continue, use a cell phone to arrange for pick up and transport.

____ Set out the finish line food. Save some food for later finishers if there are two distances at your event.

____ Arrange recycle and Food Plus bins and label them clearly (“plastics”, “food waste”...). It helps to have a designated volunteer to oversee correct garbage distribution and keep the use of actual “garbage cans” minimal.

____ Confirm that the finish line chute / timing volunteers know what to do. A big race without chip timing needs many finish line volunteers. The following are some volunteer guidelines for hand-timed races, which may need to be adapted if Webscorer is used: you will need

- * a volunteer at the front of the chute to guide finishers into the chute
- * a volunteer along the chute telling runners to stay in line and move along
- * a volunteer to shout out the race numbers if Webscorer is used
- * a volunteer entering the race numbers onto a tablet if Webscorer is used
- * a volunteer who takes the tags from the runners (runners may have torn it off themselves or volunteers will tear the tag off for runner) – it is VITAL to keep the tags in order of finish; put them face down on top of one another
- * a volunteer with a spindle on which to put the torn-off tags. If a finisher does not have a tag then a “turkey tag” (a blank tag) must be used instead to keep the other results accurate, so be sure to have blank tags at hand
- * someone to transfer tag spindles to the results volunteers for tabulation

____ A backup timing system should be used regardless if the primary system is manual timing or the use of webscorer. In either case retaining the bib tags in their finish order and manually writing down the finish numbers and times is really helpful in sorting out any confusion and errors elsewhere.

____ If using the plywood boards, tape the runners torn-off tags in the order of their finish. Periodically get the printout from the Seiko timers to manually write the finish times on the tags as a backup system. If you are using Webscorer or chip timing then using the boards is not necessary.

____ If using the boards with the names of finishers and their ages and sex, record all results including overall and divisional results.

____ Check past race results sheet (the sheet should have been compiled already) to identify if there are new division and course records and announce when doing awards.

____ Announce results, distribute awards and prizes and thank sponsors.

____ Cleanup site thoroughly and remove all course markings.

____ Arrange for collection of Food Plus, garbage and recyclables (race directors are in charge of taking recyclables home).

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Within 48 hours of the end of the race

___ Return supplies to storage.

___ Prepare a budget report using the budget sheet on the GBRC website and submit funds and receipts to treasurer for reimbursement. The GBRC Budget Sheet can be found in this packet.

___ E-mail results for display on GBRC website; include narrative of race including volunteer and sponsor recognition and post pictures if available.

___ Provide results to Bellingham Herald etc. at race director discretion.

___ Keep race file with results, age group records, course map and description, financial report etc....

___ Email the Volunteer Coordinator the names of all volunteers who served, and the names of any no-shows. Also please email all the volunteers to thank them for their support and let them know that they are appreciated.

Returning supplies to the storage unit

___ Go over the equipment checkout sheet to be certain all items are accounted for; sign and date that you have returned all items.

___ Turn off the clock and the Seiko timers; remove batteries from the bullhorn.

___ Make sure equipment is dry when it is returned. If something has to be returned wet (such as the canopy) let the RPEC know asap. RPEC contact info (email and phone number) is on the check out form in storage unit.

___ If urns were used, rinse them and leave them to dry out with the lids off.

___ Leave equipment bins and returned items in a neat organized fashion.

____ If any equipment was damaged or lost during the race please let the equipment manager know. Again, please send email or place phone call to equipment manager.

____ Report any shortages of items (such as tags, batteries, staples,...) to the equipment manager.

____ Do not leave jugs full of water in the storage unit (storage of liquids are prohibited in the unit).

____ Do not leave leftover food and drink in the storage unit; pass them on to the next race director or donate them to the food bank.

____ Do not leave leftover prizes in the storage unit; take them home and save for the following year or pass them on to the director of the next race.

____ Do not leave any garbage from the race in the storage unit.

B. CATEGORIES

Going Green

____ Discourage the use of single-occupancy vehicles to get to the race. List carpool and public transport options, bicycle routes etc. on the race website.

____ Develop a race parking plan. Participants should not park on grass or where they impede car, foot or bike traffic. Public access to facilities (eg. the Lake Padden dog park) should not be hindered by race participant parking.

____ In some cases a van shuttle service from a large but more distant parking lot to and from the race site may need to be provided.

____ Control parking at the race and other parking sites by using cones to block off certain areas, and appoint volunteers to monitor the parking.

_____ Ensure that course markings do not damage or deface any property or vegetation. Use only temporary course markings (cones, arrows, ribbons,...) and remove them as soon as the race is over – leave no trace.

_____ Ensure there are adequate sanitary facilities for the number of athletes expected. Provide porta-potties as necessary.

_____ Minimize resource use. Do not provide goodie bags – most of the content is generally discarded. Do not provide plastic water bottles.

_____ Use only compostable cups, plates and cutlery.

_____ Provide recycle waste containers. Clearly label different containers for different forms of waste (plastic, food,...). Station a volunteer beside the bins to ensure appropriate disposal /sorting of waste as it is deposited.

_____ Thoroughly tidy the area around each aid station and the finish line once the race is over. Ensure all recyclable materials are collected.

_____ Donate leftover food and drink to the Food Bank - OR – contact the RD of the next race on the GBRC race calendar and see if they would like the non-perishables (canned soup....) for their race.

Course marking and permitting

_____ Update the race course map annually; including mile markers and major road crossings. If it is a new or modified course, use the wheel or GPS or software such as mapmyrun to measure distances. Have these updated maps ready when securing your race site.

_____ Secure the rental of any Whatcom City Park/County park buildings/shelters that will be used for the event. If the race is in Bellingham city limits, submit the course map and a 'large event application form' (available on-line) to Bellingham Parks & Recreation. If the event is in Whatcom County, contact them directly via phone for application instructions, and site rental information. Many of these applications require a parking / transportation plan. These spaces get booked fast each year! We are a non-profit; get the corresponding reduced rental rates. Submit receipts to the GBRC treasurer for reimbursement. When reserving a site for your

race you will be guided through the rental process from the entities you are renting from (city or county).

_____ Check with the GBRC ‘Race Permits and Equipment Coordinator’ (henceforth ‘the RPEC’) on obtaining proper county/city/state permits as required. Provide a clear and accurate map/ course description and detailed traffic plan to the RPEC.

_____ If necessary arrange for flaggers through BTC 752-7000, Safety Signs 676-6272, or Labor Ready 647-7642 (GBRC has an account with the latter).

_____ Make additional arrows or purchase surveyors ribbon and / or lime etc. if needed to mark the course. Use only Safety Lime on the ground for arrows (spray chalk must not be used on roads as it does not wash away for a long time; works okay on trails, but use sparingly). You can purchase Safety Lime at Whatcom Farmers Co-op aka Country Store on Meridian in Bellingham or Lynden. Directional signs, cones, fluorescent tape and flagging (to block off side trails) are available in storage for marking.

_____ Mark the course well. All signage used must be removable and leave no trace on vegetation or fixtures. Put up mile/km markers found in storage.

_____ Have maps of the course to show the volunteers where to go, and explain their duties / responsibilities in detail.

_____ Have somebody sweep the course. Tell volunteers on the course when their task is done; ask them to collect and return course markers to the finish.

_____ Ensure all course markings have been removed once the race is over.

Volunteers

_____ Confirm how many volunteers are required, map their locations and determine their duties. Prepare maps and lists of duties to distribute (contact the previous RD’s for assistance if needed).

_____ Contact membership coordinator for current member and volunteer list.

_____ Have a race-day sign in sheet with volunteer names and where they are assigned. Have maps of the course to show the volunteers where to go, and explain their duties / responsibilities in detail. Distribute safety equipment as needed (road signs/vests etc...) and explain where and when to return it.

_____ Exchange cell phone numbers for on-course volunteers and the RD or volunteer coordinator. Use cell phones if additional equipment is needed at an aid station, or to arrange transportation if a runner is unable to continue.

_____ Appoint a volunteer to direct traffic and organize parking.

_____ Need at least 2-4 trained volunteers at registration table.

_____ Confirm that the finish line chute / timing volunteers know what they need to do. A big race without chip timing may need many finish volunteers:

*volunteer at front of chute to guide runners into chute

*volunteer along the chute telling runners to stay in line and move along

*volunteer who will take the tags from the runners (runners may have torn it off themselves or volunteers will tear the tag off for runner) – VITAL to keep the tags in order of finish and keep them face down on top of one another to ensure results are accurate.

*volunteer who will have a spindle in which to put the torn off tags (note-if a runner does not have a tag then use a “turkey tag” (which is just a blank tag) will need to be used to keep the results accurate

* Transfer tags intermittently to results volunteers for tabulation.

_____ It helps to have a volunteer to oversee correct sorting of recyclables.

_____ Have somebody sweep the course behind the last runner. Tell on-course volunteers when their task is done; ask them to collect and return course markers and all aid station waste and leftovers to the finish line.

Financial

_____ Keep receipts of all purchases.

_____ GBRC is a non-profit organization. Always ask for the non-profit rate, including when reserving park shelters in Bellingham or in the county.

___ Get Board approval for significant purchases not previously associated with the race, such as course certification, advertising, chip-timing,...

___ Use vendors with GBRC accounts unless there is good reason to do otherwise: Amjay for apparel, Safety Signs or Labor Ready for flaggers, BuDu Racing for chip-timing, SSC for porta-potties and compost bins,.....

___ For vendors with GBRC accounts (and some other vendors) payment can be made by the Treasurer, on request, prior to collection of the items.

___ Submit receipts to the Treasurer for reimbursement, either as the costs are incurred or once the race is over.

___ Race day income should as far as possible be broken out into race entry fees, and apparel or other item fees.

___ We typically take Canadian dollars at par.

___ After the race, draw up a budget report to submit to the Treasurer along with any outstanding receipts and cash and / or check income on race day.

___ If you reimburse yourself from race day income, provide a breakdown of the costs and reimbursement against the income, and provide receipts.

Webscorer Setup for Registration, Results and Timing

Webscorer is a service provided by webscorer.com that assists with registering race participants, as well as managing timing and results, for a fee: generally \$1 per paying participant. GBRC uses all three of these functions for many of our races.

All races that use on-line pre-registration can use Webscorer to allow participants to sign up ahead of time. Using the GBRC Webscorer account (contact Zach Brown) you can create a new race registration page. This is best done using a Webscorer template or, preferably, a past GBRC race as an example. This registration page will specify what information participants will be asked to provide (eg. age, gender) when registering. This information is used to compile race results, so it should reflect the race award categories.

The 2018 Honeywagon race page is an excellent example and is a good template to use for any other GBRC race.

Key information that should be required from racers includes:

- Racer contact and emergency contact information
- Clear consent to the on-line Liability Waiver statement
- Award category (race distance, age, gender, team, etc.)
- Payment (GBRC member, other discount, etc.)

This information is vital for awards and results, to contact racers with updated race information, and to protect you and GBRC from liability. Third party timing companies such as Budu may require additional information, so be sure to contact them prior to setting up your registration page.

Webscorer.com can use the race registration page to produce a data file that is then used by an iOS and Android application of the same name, running on an iPad, to produce racer finish times and compile the race results. If you plan to use Webscorer to compile your results, you can also accommodate day of race participants. They will need to pay cash, but their data does not need to be entered into the webscorer.com database so no internet connection is required on race day. However, you will need to collect the usual data from each such racer and enter it directly onto the webscorer tablet application before the start of the race. It is usually best if the Webscorer volunteer sits at the day of race registration table and enters the racer information as it is collected – this takes about 30 seconds per racer.

The webscorer app can be used in several different ways. The easiest is single-device timing, which is typically used by GBRC. In this case you simply click on the racer's number on the app screen as they cross the finish line; the app then records the time and racer information and adds the data to the results file. This file can be viewed immediately within the app and uploaded to the internet whenever you have a suitable data connection. In this case the timing volunteer will need to download the registration file for pre-registered racers as soon as pre-registration has closed, add any day of race registrants, create a start list, and configure the race settings, before the start of the race. Creating the start list simply finalizes all the registered participants and can be done quickly after race registration closes (~5 minutes before the race start). Configuring the race settings is also quick, since we usually use most of the default timing settings. Please review these settings before race day to implement any desired changes from the default.

Once the race is set up within the app, you are ready to time the race. You will be shown a start button, which you press when the official clock starts to run at the beginning of the race.

While runners are on the course you should go through the bibs of runners who registered but did not start, and use the app to mark those runners as DNS. This reduces the number of bib numbers to sort through in the app and helps identify who and how many runners are still out on the course.

As runners come across the finish, the timing volunteer can either click the bib numbers or enter them on a num pad within the app. Using a volunteer to call out bib numbers as runners approach the line is very useful. The app keeps a running table of the results that can be viewed at any time for awards. Once all runners have been marked as either DNS, DNF or Finished, the race within the app can be ended.

Racer times, DNF and DNS status can be updated within the app during the race if there is any error or confusion. Also, all racer information including times, category and finish status can be manually edited after the race is over and before posting results. A manual result and timing backup, especially a volunteer writing down bib numbers and times, is extremely useful in order to correct any errors that may occur.

The above is only a very general overview of the use of Webscorer at GBRC events. Please contact webscorer@gbrc.net for additional setup questions or assistance, or look at webscorer.com for much additional guidance on using that app.