

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. Avoid using plastic when possible 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. It is preferable to use lime or nonirritating chalk.

Note concerning funding: The Treasurer should pay for as many of the costs as possible. Most costs (particularly those related to site rentals, sanitary services, and permits) can be paid directly to the provider by our Treasurer. If orders can be made ahead of time (such as bibs, awards, and foodstuffs) they can often be paid for by the Treasurer with the GBRC credit card. Anything else can be reimbursed after the event. If you do incur costs, keep receipts for all purchases and expenses. Be prepared to provide a complete budget report (using the budget report template) including all income and expenditures, after your race by the next board meeting date.

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 Race Permit Coordinator, 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 online, online race registration, finish line timing, and GBRC race website updating. Details on how to do these things are provided in an appendix to this manual.

Caution: Many race directors are contacted by t-shirt or race swag vendors, photographers, and other companies that provide services to events. Do not make arrangements with these vendors or accept 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.

Current GBRC office holders and contact details:

President: Sabrina Houck	sabrina.houck@gbrc.net
Vice President: Larry Kwiatkowski	larry.kwiatkowski@gbrc.net
Treasurer: Larry Lober	loberlober@frontier.com
Permits Manager: Deb Donovan	deb.donovan@gbrc.net
Equipment Coordinator: Colette McNabb	colette.mcnabb@gbrc.net
Volunteer Coordinator: Megan Moerke	megan.moerke@gbrc.net
Race Director Liaison: Max Chmielewski	max.chmieliwski@gbrc.net
IT Manager: Tim Schaffermeyer	Tim@gbrc.com
Membership Coordinator: Larry Lober	loberlober@frontier.com
Outreach Specialist: Lindsey Boldrin	lindsey.boldrin@gbrc.net
Social Media & Marketing Coordinator: Joy Love	joy.love@gbrc.net
Insurance Manager : Alison Allen	alison.allen@gbrc.net
Sponsorship:	

A. TIMELINES / CHECKLIST

At least 9 months prior to your race (or as soon after your race as possible):

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

____ 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 online and may be required to pay a deposit (the Treasurer can pay the deposit) in order for your application to be reviewed. GBRC is a non-profit; get the corresponding reduced rental rates if available.

____ Check with the Permit Manager 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 (if appropriate). Begin the process of getting the race permits as soon as possible.

____ Post the anticipated race date and the dates on which registration will open and close on the race website (the registration open/close dates can change if needed). The IT manager can support you in this process.

____ If fees are going to be changed from previous years, this must be approved by the board.

6 months prior to your race

____ Contact Pacific Multisports for registration and chiptiming the event. At least inform them of the race date and the anticipated registration timeline.

____ 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 to existing courses. If it is a new or modified course, use GPS or software such as mapmyrun to measure the distances. You will need the updated map when securing your race permits and sites.

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 Manager to make them.

_____ Confirm online registration with Pacific Multisports.

_____ Carefully check the race details on both the GBRC website and the Pacific Multisport website. Make sure pricing is right. Waiver is correct for the race (county, city, etc). Award categories are correct.

____ 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. Race merchandise prices should cover our costs but not be sold for a large profit.

____ If publicity beyond GBRC marketing is desired, design and distribute the relevant materials. Keep advertising costs to a minimum. Only the current authorized GBRC logo is to be used in any such publicity materials. Materials should be vetted by the Social Media & Marketing Coordinator.

____ Check the status of your race permit with the Permit Manager. Coordinate with the Permit Manager to ensure stipulations regarding flaggers, signage, police presence, etc., are met.

____ 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).

___ Contact the Sponsorship Coordinator/GBRC board regarding sponsorship questions and recruiting sponsors. The goals of sponsorship are to work with local businesses to boost their business and community involvement and to provide awards to race participants without adding to the club's costs. Our Sponsorship Coordinator/GBRC board 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 online registration, if not already opened.

___ Order ribbons/awards (if any).

___ 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.

1 month prior to race:

___ Coordinate with Pacific Multisports to purchase race bibs if necessary. Consider using different colors for different distances if relevant.

___ 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.

___ If necessary, arrange for porta-potties through whoever is providing porta-potties (Little Johns or Honey Bucket).

___ Arrange with SSC to supply food waste / recycle bins to race events if needed. 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 Equipment Manager and go to the storage unit to confirm that the equipment needed is available and functioning. The storage unit is at 825 Lincoln Street - Unit #2216 (2nd floor).

___ Arrange with the Equipment Manager 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.

___ Purchase or solicit prizes. Each GBRC race has a total budget of \$100 for all prize/award purchases; 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 the Sponsorship Coordinator.

1 week prior to the race:

___ Reconfirm with volunteers and list their names, cell numbers, locations, and duties.

___ If your race allows day-of-race registration, ensure you have an adequate supply of day-of-race registration forms and race waivers. We do not promote day of race GBRC membership sign ups. In general, runners who show up on the day of the race and are not yet members have to pay the nonmembership price. However, the RD has discretion to allow membership sign up at the race.

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

____ Pick up the race equipment (registration, 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 you (the RD) at the start / finish line. Be sure all volunteers can contact you if needed. In terms of safety, races should have a well-marked course with volunteers on the course directing runners. Minor accidents will be attended to with first aid kits available at the start/finish and at aid stations. Should a more serious accident occur, we will call 911. All of our course volunteers will have cell phones on them.

____ Make additional arrows if needed to mark the course. You may use lime or nonirritating chalk 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. Directional signs, arrows, cones, fluorescent tape, and flagging (to block off side trails) 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:

____ Check weather forecast for any hazards that would impact holding the race. If concerned with the forecast, contact the GBRC Board.

____ Buy race refreshments/food. Some supplies like cups, napkins, and cutlery 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 the placement / location of porta-potties, Food Plus bins and any other waste / recycle material products, with the providers.

___ Set up the money box; make sure to have an adequate supply of change. Coordinate with the Treasurer or the President to have adequate funds for the money box. These funds need to be accounted for in the race budget.

___ 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 prepaid for t-shirts or other merchandise mark their bibs to facilitate distribution of the goods. Coordinate with Pacific MultiSport (the chip timing company) regarding chip assignment.

___ Put past race results on the result sheet you will be using, to identify new division and course records where appropriate.

___ Be sure 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 and 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). Have a good system to separate compostable/recyclable aid station waste separate from other waste.

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

Before the race begins

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, if appropriate. 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 volunteers (depending on race size) at the table.

___ Ensure that every day-of-race entrant has signed the waiver form. Have extra forms available.

___ Use the appropriate bibs for different distances, as coordinated with Pacific Multisports.

___ Remind runners to wear their bibs or tags on the front of their bodies.

Finish area/ Results

___ Set up the finish chute flagging. The appropriate finish chute layout depends on the race and the needs of Pacific Multisports. 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.

___ 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.

Prior to race start

___ 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.

____ Coordinate with Pacific Multisports to get results and to have results available to runners.

____ 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.

____ Distribute awards and prizes. This can be done in different ways depending on the race. Be sure multiple volunteers are assigned to this.

Immediately after the race

____ 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 or for arranging for their disposal).

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 online under the race director resources.

___ Post link to results and post pictures if available on GBRC website.

___ Keep race file with results, age group records, course map and description, financial report etc. Work with the Race Director Liaison to get the materials saved in the GBRC Google drive.

___ Email all the volunteers to thank them for their support and let them know that they are appreciated.

___ Prepare race summary for GBRC Board. Include race participant information, budget information, highlights and any needed improvements or recommendations.

___ Prepare race summary for publication in the GBRC gazette newsletter. This should be 1-2 paragraphs highlighting the success of the race. Include a couple pictures from the race to share in the newsletter. Send race summary to Social Media and Marketing Coordinator.

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 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 Equipment Manager know asap.

___ If coffee 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.

___ 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. Contact the Race Director Liaison who can 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 and 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.

___ Work with the Race Permit Coordinator to secure the rental of any Whatcom City Park/County park buildings/shelters that will be used for the event.

___ Check with the GBRC Race Permit Coordinator on obtaining proper county/city/state permits as required. Provide a clear and accurate map/ course description and detailed traffic plan to the Race Permit Coordinator.

___ If necessary arrange for flaggers through Labor Max (360) 822-9110.

___ Make additional arrows or purchase surveyors ribbon and / or lime etc. if needed to mark the course. Use only lime or nonirritating chalk 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). 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.

___ 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, etc.

___ Use vendors with GBRC accounts unless there is good reason to do otherwise: Amjay for apparel, Labor Max for flaggers, Pacific MultiSports for chip-timing, Little Johns for porta-potties and SSC for 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.

___ Prepare the budget report using the budget sheet on the GBRC website and submit funds and receipts to the treasurer for reimbursement. The GBRC Budget Sheet can be found online under the race director resources.

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