



Budget. Keep in mind that putting on a running event costs money. Before committing to directing a race, create a budget. Cost's to consider include **t-shirts, awards, race timing, advertising, insurance, bib numbers & pins, refreshments, portable toilets, sound system, entertainment, water station supplies, permits, facility rental, and banners.**

Date Selection. Select a date which does not conflict with other events in the area and plan about 6 months out.

Site Selection. In determining a site consider whether shelter from possible weather conditions will be needed, whether there is adequate parking, **office parks,** a **shopping mall** which generally have a lot of empty parking spaces on weekends.

Course Design. Site selection works hand in hand with a safe course configuration. **Avoid Narrow Lanes At Start / Avoid Abrupt and Sharp Turns/ Avoid Busy Streets and Intersections if Possible/ Make Course Markings Visible.**

Designate Key Race Personnel. And have a Meeting scheduled far enough ahead of the event to allow for proper coordination and planning. **Race Director, Course Marshall, Volunteer Coordinator, Marketing and Communications Director, Start/Finish Line Director, Packet Stuffing and Packet Pick-Up Coordinator.**

Design your Registration Platform:

Having a registration platform that your timer uses is the only way to go.

RunsSignup is my choice for runners to enter their data and for me to grab that data for race day.

I will design your RunsSignup site for you,

I know the ins and outs of the site and will do it at no charge.

but if you like to start it yourself go to

Click here> [runsSignup.com new race](https://runsSignup.com/new_race)



Male Medals

1st Place	2nd Place	3rd Place
08 and under	08 and under	08 and under
09 to 10	09 to 10	09 to 10
11 to 12	11 to 12	11 to 12
13 to 14	13 to 14	13 to 14
15 to 19	15 to 19	15 to 19
20 to 24	20 to 24	20 to 24
25 to 29	25 to 29	25 to 29
30 to 34	30 to 34	30 to 34
35 to 39	35 to 39	35 to 39
40 to 44	40 to 44	40 to 44
45 to 49	45 to 49	45 to 49
50 to 54	50 to 54	50 to 54
55 to 59	55 to 59	55 to 59
60 to 64	60 to 64	60 to 64
65 to 69	65 to 69	65 to 69
70 to 74	70 to 74	70 to 74
75 to 79	75 to 79	75 to 79
SOMETIMES		
80+	80+	80+

18 18 18

Total Medals

Trophies:

2

2

2

2

2

2

Total Trophy

114

Female Medals

1st Place	2nd Place	3rd Place
08 and under	08 and under	08 and under
09 to 10	09 to 10	09 to 10
11 to 12	11 to 12	11 to 12
13 to 14	13 to 14	13 to 14
15 to 19	15 to 19	15 to 19
20 to 24	20 to 24	20 to 24
25 to 29	25 to 29	25 to 29
30 to 34	30 to 34	30 to 34
35 to 39	35 to 39	35 to 39
40 to 44	40 to 44	40 to 44
45 to 49	45 to 49	45 to 49
50 to 54	50 to 54	50 to 54
55 to 59	55 to 59	55 to 59
60 to 64	60 to 64	60 to 64
65 to 69	65 to 69	65 to 69
70 to 74	70 to 74	70 to 74
75 to 79	75 to 79	75 to 79
80+	80+	80+

18 18 18

108

1 Youth Male-----1 Youth Female

1 Overall Male -----1 Overall Female

1 Masters Male ----- 1 Masters Female

1 Grand Masters Male -----1 Grand Masters Female

1 Senior Grand Masters Male -----1 Senior Grand Masters Female

1 Veterans Male -----1 Veterans Female

12

Total Awards

We have events that do 14Age groups= 84 medals
You do not have to follow this Guide for award medals; this is only a guide.

Keep in mind that if you want a 5k and a 10k you need to double the awards. Double the cost!

A monthly Committee meeting schedule should be developed at the first meeting 8 months from race day. All Committee members to report progress at each meeting

PLAN ACCORDINGLY

FINISHER MEDALS FOR ALL:

If you want finisher medals for all remember a few things.

1. You need to buy them at least two months out.
2. You need to cap your event with the amount of medals you buy.

If you order 200 medals when you buy them and a week before your event you have close to 200 runners you need to stop registrations.
If you order 500 medals and you only have 300 registered runners at race time you wasted \$\$ buying too many medals.



8 Months from Race Day

1. Create a Committee - assign duties, Race Director (sponsors, publicity, permits, budget, insurance), Registration Coordinator (forms, publicity, race bibs, pins, packet prep), I can get Bibs for about the same price as Road ID, I also have my bibs with my logo/sponsors.

Course Marshal (measure, map, mark, cleanup), Volunteer Coordinator (volunteer acquisition, assign jobs, training, race day coordination), Awards Coordinator (design, order, double check amount needed, giveaways, ribbons, raffles, announcer, ceremony), Food Coordinator (source in-kind sponsorship of food, pre-race day pickup, race day distribution start & finish, aid stations, cleanup) Logistics Coordinator (identify possible conflicts, railroad schedules, road construction race day, businesses on route conflicts, lead vehicle, follow vehicle/bike NEEDED, coordinate during race communications i.e. cell phones, two way radios).

2. Secure Sponsors; obtain logos for inclusion in all advertising and on website. On-going... Never stop looking for sponsors.

6 Months from Race Day

1. Confirm the Date, Time, and Budget for your race. Recommended - Late Registration price increase listed on the entry that is \$5 jump in cost at the 2 week out point to help get early entries. Then Very Late Registration - day before race and race day jump of \$10 for added incentive to register early.

2. Design the entry form for your race. Then post your race on your website and all other local running related websites. An Online entry site (Runsignup) should be listed on the entry blank and all website calendars as well. Durti Runners can coordinate setup and development of your Runsignup Site. Online entry is essential for increasing your overall participation and helps make organizing all participants easier.

3. Durti Runners will provide fast and accurate results for your race but Dates fill fast and it is always wise to secure those dates.

4. Confirm your BIB Order. Make sure we have them ready

5. Get permission for use of the facilities where the race will start and end, School, City, County, Park, or Business. Get approval from community organizations and law enforcement. Arrange for Police and Medical support for race day. You may have to pay fees for these services.

6. Arrange for insurance for your event > <https://www.raceinsure.com/?ref=durtitiming>

7. Start designing and receiving quotes for your Awards and T-Shirts. If you need a shirt/awards person I can recommend one for you.



4 Months from Race Day

1. Publish flyers and have available at all local races prior to your race. Distribute 30-40 entries to all sports and running shoe stores and gyms and fitness centers in the area. Check stock at all distribution points every two weeks until race week.

2. Identify race course. Measure and mark. Bicycle computer not accurate. Car odometer not accurate. Use GPS it is close if you use three or four people to take different readings. If you are advertising a 5K, it should be a 5K. Not a 5K less/more 100 feet or so. USATF course measurement recommended for accuracy. USATF certified courses will maybe yield greater participation. <http://www.usatf.org/Products/-/Services/Course-Certifications/USATF-Certified-Courses/Certify-Your-Course.aspx>

1.5 months from Race Day

1. Order Awards and T-Shirts

FYI - T-Shirts you need to order 2.5 weeks from race day. Order extra and place the inventory on runsignup for late registered runners to drawdown on.

2. Send mass email to local runners though Runsignup.

1 Month from Race Day

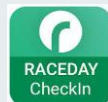
1. Inform TV/Radio/Newspaper sources for inclusion in their public service announcements.

2. Send Sponsors a get ready letter.

1 Week from Race Day

1. Packet assembly with a volunteer meeting. Have all volunteers come to a meeting at least 3 days prior to race day to get their t-shirt and to get any information about their particular job at the race. While there, they can help in assembly of any packets you would like pre-made for Pre-Registered and Very Late Registration handout.

2. Coordinate with Durti Runners the use of the checkin app for the adding to Computer and Timing Bib/Chip. The RunSignup RaceDay CheckIn App allows you to check participants in and push your changes to RunSignup whenever Internet connectivity is established.



Download it now to learn how to use it:



3. Coordinate with facility personnel. Check toilet availability, electricity availability, sprinkler timing



(you don't want the sprinklers to go off on your registration tables), collect any keys that may be needed.

Race Day!!

1. All Committee members present and performing their assigned tasks.
2. Be at race site at least 2 hour prior to the start of day of Registration. Durti Runners will be there 2 hours before start of Day of Registration.
3. Inspect facilities - Gates unlocked, toilets open, supply of toilet paper, electricity available and turned on. Have cell number of facility manager just in case.
4. Coordinate with Durti Timing for Bib/Chip Distribution for the Registration tables.
5. Volunteers to report to their Committee member minimum of 30 minutes prior to race.
6. Touch base with Police and Medical personnel.
7. Announce start of race 30, 15, and 10 minutes prior to race, remind runners that they must check that there bib # matches there name and age/gender, thank all the sponsors and volunteers for their participation.
8. Call runners to starting line, make pre-race announcements, traffic or weather announcements, and once again remind runners that they must run the race they registered for (5k/10k).

Ready, Set, Go!!!

Preliminary results will be posted periodically during the race, any changes or corrections are handled now, not during the awards ceremony.

Award ceremony should begin in a timely fashion for each race starting with OA winners. Example: 5K awards can be given during the 10K race. This will allow the 5K participants to get on with the rest of their day.

Results will be posted at www.Durtirunners.com within 4 hours following the race. Durti Runners will supply the Race Director with a PDF file of the results for posting at their website.

Post Race

Plan wrap up meeting with your Race Committee. Write down all comments about what went well and what didn't go well for next year's review.

Pay bills in a timely manner. Vendors and contractors requiring payment appreciate quick payment and will be willing to respond accordingly for next year's race.

Send Thank You letters to all sponsors, both in-kind and money sponsors.



This "Race Planning Timeline" is a simple guide only and may not be applicable to all races. Feel free to use and adjust as needed, to your situation.

Tips

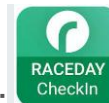
Ever here of Garbage In = Garbage Out? Yep that definitely can happen for a running event. Excellent planning for Race Day Registration and Quality Control of the data given will increase the likelihood that you will have Great Results, Every Time. Here are a few simple tips:

1. NO DAY OF REGISTRATION TABLE WILL SAVE YOU TIME, MAKE EVERY LATE PERSON REGISTER ONLINE BEFORE THEY COME OR WHILE THEY ARE STANDING INLINE.

If not then you will have to have 5 volunteers and you need to Design a Race Day Entry Form - This is a special form used only on Race Day. It does not have all the information your early form has on it. The Late Registration participants are not going to read it anyway. This entry form is on a full sheet of paper, only has the registration information on it. Use large blocks for the runner to fill in rather than lines. Even the most hurried runner is forced to print each character in the block thus making it more readable and reducing any corrections needed later. Have "PLEASE PRINT LEGIBLY" at the top of the form, and add "Age and Gender required for Age Group Awards". **Finally if the Quality Control person at the VLR table can't read it, the data entry person won't be able to read it either. It is very important to have the Quality Control person edit where needed.**

2. USE OF CHECKIN APP IS ESSENTIAL for People Flow - Organize the Packet-pickup table is like check out at the grocery store. One line, single file to process all Very Late Registrants. If you have 2 volunteers then two lines. This controls the influx of pickups and eliminates the congestion and confusion that happens when they can just walk up to the table four or five at a time. Runsignup check-in has a camera function to scan QR codes using this will speed up your line.

Download it now to learn how to use it:



3. Put Names On Bibs - If dad comes up to register everyone else in the family, be sure to write the name on the bib itself so that dad won't get confused handing out the bibs to everyone later. .

Making sure the person's timed bib is associated with their correct name is very important.

If your bags are pre-stuffed it's recommended to have a multi-station pick-up process.

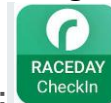
Almost all of the race directors I talked with and most of the events I have attended use this method.

It's simple and makes sense. Keep.It.Simple



Looking for a number is easier than looking for a name. Scanning a qr code is event faster. Make the registrant show you there QR code.
And use the check-in app from runsignup:

Download it now to learn how to use it:



Have the first person check ID's or show there QR-code to verify and to get their bib.(read off name, age & gender out load)

The next station hands them their swag bag

The next station hands them their t-shirt.

This station is recommended to have the different sizes stacked up separately for quick access.

When registration is open during your packet pick-up after I have dropped off all the bibs to you

We need to communicate your bib numbers,

We cannot have you assigning bibs and runsignup doing the same bib number.

Check out the videos I have one my website for faster check-ins

<https://www.youtube.com/watch?v=p-13NVv04Nw>

Labeling race bibs with shirt size printed on them can save on how many people need to be at the pick-up.

This also speeds things up for day-of-race pick up.

Safety pins clipped together in groups of 4 for quick grabbing.

Have a printed list of name, bib #'s, age and any other important information.

Expect waves of rushes at packet pick up.

Have bibs set in small piles in order such as 1-100, 101-200.

The best trick is having them lined up in shoe boxes.

This is a quick overview of what each volunteer role does.

Now of course you can move things around and also have co directors.

But that's up to you.



A race director is responsible for the planning, coordination, and execution of a race, ensuring the event is safe, enjoyable, and competitive:

- **Planning**

Finalizing the race route, booking the prize-giving location, and deciding which team will organize the race

- **Pre-race**

Briefing the team on course conditions and marshals, and unloading the van

- **Race day**

Ensuring everything runs smoothly, meeting and briefing the team, deciding on safety concerns, and starting the race **on time**

- **Post-race**

Ensuring all registered runners are safely off the course, and completing a large amount of close-out work

- **Other responsibilities**

Meeting obligations imposed by public authorities, abiding by and enforcing regulations, and promoting the safety of participants and spectators

Race directors also need to check in with public services, such as the police and fire department, to ensure they have everything they need.

Race directors should also conduct all financial transactions in an open and transparent manner, preserve and protect the event's assets, and respect the event's proprietary information.

A volunteer coordinator's responsibilities include:

- **Recruiting volunteers:** Finding volunteers from churches, businesses, clubs, and individuals
- **Assigning roles:** Matching volunteers' skills, interests, and availability to their roles
- **Scheduling shifts:** Creating a schedule for volunteers to ensure adequate coverage for all event activities
- **Tracking hours:** Keeping track of volunteer hours so the organization can recognize volunteers with certificates or other mementos
- **Managing databases:** Maintaining an updated database of volunteers' contact information, availability, skills, and resources
- **Communicating:** Keeping in touch with volunteers to get feedback and ensure they are satisfied
- **Sharing information:** Sharing information with the race director
- **Coordinating with marketing:** Working with the marketing team.
- **Sharing volunteer hours:** Sharing information about volunteer hours

A Marketing and Communications Director is responsible for developing and executing marketing strategies to promote a running race, including managing the overall brand image, creating communication plans across various channels, engaging potential participants, securing sponsorships,



and ensuring clear messaging about the event to reach the target audience, all while aligning with the race's goals and objectives.

Key responsibilities may include:

- **Brand development:**

Creating and maintaining a strong brand identity for the race, including logo, color scheme, and messaging.

- **Marketing strategy creation:**

Developing comprehensive marketing plans to reach potential runners, including digital marketing, social media campaigns, email marketing, and traditional advertising.

- **Content creation:**

Producing engaging content like website copy, press releases, blog posts, social media graphics, and video content to highlight the race experience.

- **Media relations:**

Building relationships with local media outlets to secure press coverage for the race.

- **Sponsorship management:**

Identifying potential sponsors, negotiating sponsorship packages, and managing sponsor relationships.

- **Event communication:**

Communicating key race details like registration deadlines, course information, logistics, and safety guidelines to participants through various channels.

- **Website management**

Overseeing the race website, ensuring it is updated with accurate information and user-friendly navigation.

- **Social media engagement:**

Actively managing the race's social media presence to promote the event, interact with potential runners, and build community.

- **Data analysis:**

Tracking key metrics like website traffic, social media engagement, and registration numbers to assess the effectiveness of marketing campaigns.

- **Collaboration with race organizers:**

Working closely with the race director and other team members to ensure all aspects of the marketing and communications plan are aligned with the overall event strategy.

A Course Marshal is a volunteer who primarily ensures the safety of runners by guiding them along the course, warning them of any hazards, directing traffic if necessary, and generally providing encouragement and support throughout the race, often stationed at key points along the route.

Key responsibilities of a Course Marshal:

- **Route guidance:** Pointing runners in the right direction, especially at junctions or turns, to keep them on the designated course.



- **Hazard awareness:** Alerting runners about potential obstacles like uneven surfaces, traffic, or other hazards on the route.
- **Traffic control:** Managing traffic flow at intersections to ensure runners' safety.
- **Encouragement:** Cheering on runners and providing positive motivation throughout the race.
- **Incident reporting:** Notifying race officials if a runner experiences any difficulties or medical issues.
- **Water station assistance:** May help distribute water or snacks at designated hydration points.
- **Finish line support:** Assisting with directing runners to the finish line and potentially handing out medals or refreshments.

A packet stuffing and packet pick-up coordinator is responsible for preparing and distributing the race packets to participants:

- **Packet stuffing**

This involves putting the items into the runners' goodie bags before packet pick-up. This can include tasks such as:

- Folding t-shirts
- Organizing boxes
- Labeling the sides of boxes
- Preparing bibs with stickers
- Attaching safety pins to bibs
- Placing bibs into registration packets

- **Packet pick-up**

This involves ensuring that participants can receive their packets in a calm and professional manner. This can include tasks such as:

- Assigning bib and tag numbers to athletes
 - Checking in athletes with pre-assigned bib numbers
 - Using multiple check-in app devices to scale the number of lines
 - Having a dedicated Runner Relations area to address issues
- Race organizers typically post packet pick-up times and locations on the event website or in a pre-race email.