



Race Guidelines or Suggestions

Three Rules when planning a race are: No. 1 Safety, No. 2 Don't Lose Money, No. 3 Have Fun!

BUDGET:

Organizing an event can be costly. Before committing to directing a race, you must create a budget. Costs to consider t-shirts, awards, race timing, advertising, insurance, bib numbers & pins, refreshments, portable toilets, sound system, entertainment, water station supplies, permits, facility rental, Police, EMS and banners.

DATE SELECTION:

Select a date which does not conflict with other events in the area. Start planning 6-12 months out.

SITE SELECTION:

In determining a site, consider areas with indoor/outdoor shelters in the event of bad weather. Look for adequate parking such as parks, office parks, malls, churches etc. Are public restrooms available?

COURSE DESIGN:

Site and course selection is key to having a safe and enjoyable race. Things to keep in mind: Avoid Narrow Lanes at Start, Avoid Abrupt or Sharp Turns, Avoid Busy Streets, and Intersections if possible, Make Course Markings Highly Visible. Contact County permitting agencies for permit requirements.

DESIGNATE KEY PERSONNEL:

Race Director, Course Marshall, Volunteer Coordinator, Marketing and Communications Director, Start/Finish Line Director, Packet Stuffing and Packet Pick-Up Coordinator, Registration Personnel. Schedule a meeting far enough in advance of the event to allow for proper coordination and planning.

CHOOSE REGISTRATION PLATFORM: Recommend race using the same registration platform, i.e., Runsignup.com, your timing company. BBT uses Runsignup.com for all race data. We will assist you in designing your race site or you can do it yourself by going to Runsignup.com. Please make sure you choose Beach Bum Timing as your timing company when setting up your site.



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Awards:

Male Medals			Female Medals			Total
1st Place	2nd Place	3rd Place	1st Place	2nd Place	3rd Place	
08 and under	08 and under	08 and under	08 and under	08 and under	08 and under	6
09 to 10	09 to 10	09 to 10	09 to 10	09 to 10	09 to 10	6
11 to 12	11 to 12	11 to 12	11 to 12	11 to 12	11 to 12	6
13 to 14	13 to 14	13 to 14	13 to 14	13 to 14	13 to 14	6
15 to 19	15 to 19	15 to 19	15 to 19	15 to 19	15 to 19	6
20 to 24	20 to 24	20 to 24	20 to 24	20 to 24	20 to 24	6
25 to 29	25 to 29	25 to 29	25 to 29	25 to 29	25 to 29	6
30 to 34	30 to 34	30 to 34	30 to 34	30 to 34	30 to 34	6
35 to 39	35 to 39	35 to 39	35 to 39	35 to 39	35 to 39	6
40 to 44	40 to 44	40 to 44	40 to 44	40 to 44	40 to 44	6
45 to 49	45 to 49	45 to 49	45 to 49	45 to 49	45 to 49	6
50 to 54	50 to 54	50 to 54	50 to 54	50 to 54	50 to 54	6
55 to 59	55 to 59	55 to 59	55 to 59	55 to 59	55 to 59	6
60 to 64	60 to 64	60 to 64	60 to 64	60 to 64	60 to 64	6
65 to 69	65 to 69	65 to 69	65 to 69	65 to 69	65 to 69	6
70 to 74	70 to 74	70 to 74	70 to 74	70 to 74	70 to 74	6
75 and above	75 and above	75 and above	75 and above	75 and above	75 and above	6
TTL 17	17	17	17	17	17	TTL Medals 102

Trophies:

2	1 Youth Male-----1 Youth Female
2	1 Overall Male -----1 Overall Female
2	1 Masters Male ----- 1 Masters Female
2	1 Grand Masters Male -----1 Grand Masters Female
2	1 Senior Grand Masters Male -----1 Senior Grand Masters Female
2	1 Veterans Male -----1 Veterans Female

Total Trophies 12

You do not have to follow this Guide for award medals. Keep in mind if you plan a 5k and 10k, you will need to double your awards which means double the cost!



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Monthly Planning Guidelines

Race committee meetings are essential to having a successful event. Recommend you start your planning 6-12 months from race day. Timelines may not work for everyone.

8 Months from Race Day:

1. Race Director: Assigns all duties and is involved in all planning duties.
2. Course Marshal: Choose and design a course before you start advertising. Changes can be made up to race day.
3. Marketing/PR Coordinator: Advertises on social media. Makes and distributes flyers if necessary. Secure sponsors obtain logos for inclusion on all race advertisements. Never stop looking for sponsors.
4. Registration Coordinator: Coordinates forms, race bibs, pins, packet prep. Beach Bum Timing will provide bibs for an additional cost.
5. Volunteer Coordinator: Coordinates volunteers, assign jobs, training, race day coordination. Make sure volunteers show up on race day and know their responsibilities.
6. Awards/T-Shirt Coordinator: Determine what type of awards and shirts (if applicable) you would like and shop for quotes. Design or seek design assistance. Determine distribution of raffles, giveaways and decide who is going to serve as the awards announcer.
7. Food Coordinator: Determines what food and how much is to be served, how many volunteers are needed. Who is going to pick up the food (if applicable) and cleanup? Ensure enough garbage cans and bags are on hand.
8. Logistics Coordinator: This person may also be any of the duties above. Identify possible conflicts, railroad schedules, road construction race day, businesses on route conflicts, lead vehicle, follow vehicle, coordinate during race communications i.e., cell phones, two-way radio.

6 Months from Race Day:

1. Confirm Date/Time/Budget for your race. Recommend early registration discount and then increase the price up until the day before the race. Increase again on race day. Normal discount and increases are \$5.00 increments.
2. Design the entry form for your race, ensure link to race site or QR Code is on the flyer. Post your event on your business website, social media sites and distribute flyers to sponsors and local gyms. Create the event on social media website calendars. Recommend giving local clubs a race entry discount in exchange for posting the event on their social media sites.
3. Order Bibs from online sources such as www.RoadID.com or they can be purchased from Beach Bum Timing.
4. Get approval to use the facilities where the race is going to be held. You may need to pull permits from the City or Parks. Coordinate for local law enforcement for potential traffic support. Medical support and additional porta pots may be necessary. These additional services are not free.
5. Recommend you obtain insurance for your event.
6. Finalize awards and shirts or other race swag and start receiving quotes.



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4 Months from Race Day:

1. Follow-up on distribution of flyers and ensure each location has an adequate number of flyers. Continue to check businesses for re-stock up until race week.
2. Approve racecourse. Measure and mark for accuracy. Bicycle and car odometers are NOT accurate. Recommend using a GPS device and have various people take readings. If you would like your course to be USATF certified click the link for more information <https://www.usatf.org/Products/-Services/Course-Certifications/USATF-Certified-Courses/Certify-YourCourse.aspx>
3. Determine the number of awards and shirts needed based on the number of participants, consider adding a few extra shirts for race day registration.
4. Continue to email participants with any race updates. We will send out weekly emails to notify Beach Bum Timing based on our upcoming races.

1.5 months from Race Day:

1. Order Awards and T-Shirts. Check with companies on lead time.
2. Continue to advertise your race. We will send out periodic emails to our race database.

1 Month from Race Day:

1. Inform TV/Radio/Newspaper sources for inclusion in their public service announcements.
2. Contact sponsors to inform them of where to set up a tent if applicable.

1 Week from Race Day:

1. Volunteer meeting and packet assembly: Make sure all your volunteers are at the meeting to confirm assignments get t-shirts and any additional information or resources needed for race day.
2. Coordinate w/BBT the distribution of race day registration forms, bib/chip distribution.
3. Coordinate with facility personnel. Check toilet and electricity availability. Get keys or gates codes.

RACE DAY:

1. Ensure all race committee personnel and volunteers check-in.
2. Arrive at the race site at least 2 hours prior to the start for setup and day of registration.
3. Have enough volunteers for packet pickup, assist with same day registrations, handle money. Have extra change on-hand if same day registrations use cash.
4. Inspect area/facilities: Gates unlocked, toilets open, supply of toilet paper, electricity available & turned on. Make sure you have the cell number of the facility manager in case of an emergency.
5. Coordinate with Beach Bum Timing for Bib/Chip Distribution for the Registration tables.
6. Volunteers to report to their Committee member minimum of 30 minutes prior to race.
7. Touch base with Police and Medical personnel.
8. Announce start of race 30, 15, and 10 minutes prior to race, remind runners to make sure they are wearing the correct bib. Thank the sponsors and volunteers for their participation.



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9. 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). Shout Ready, Set, Go, or use a bull horn!!! Preliminary results will be posted periodically during the race, any changes or corrections are handled prior to the awards ceremony. Award ceremony should begin in a timely fashion for each race starting with OA winners. Results will be posted at www.beachbumtiming.com within 4 hours following the race. Beach Bum Timing will supply the Race Director with a PDF file of the results for posting at their website.

POST-RACE:

1. Plan an after active review with your Race Committee. Note what went well and what did not go well for next year's planning.
2. 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.
3. 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/SUGGESTIONS

1. Design an eye catchy race website and unique to the cause.
2. Design a Race Day Entry Form - This is a special form used on race day and if you allow mail-in registrations. Make sure it has the waiver and all applicable registration info.
3. People Flow - Organize the Same Day Registration table. One-line, single file to process all Very Late Registrants. This controls the influx of late registrants and eliminates the congestion and confusion that happens when they can just walk up to the table four or five at a time.
4. Put Names on Bibs – it makes things easier for multiple family members.
5. Race Bags - If race bags are pre-stuffed, it is recommended to have a multi-station pick-up process. Almost all the race directors we talked with and most of the events we have attended use this method. It is simple and makes sense. Keep It Simple. Looking for a number is easier than looking for a name. Have the first person check ID's to verify and to get their bib (Check name, age & gender) 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.
6. When registration is open during your packet pick-up after we have dropped off all the bibs, we will have additional bibs available for participants. Beach Bum Timing will assign same day registration bibs.
7. Safety pins clipped together in groups of 4 for quick grabbing.

We hope these suggestions help your race run smooth. Please contact Pat Vasquez at Beach Bum Timing or email info@beachbumtiming.com if you have any questions.

Pat Vasquez
941-889-8753
Pat@BeachBumTiming.com