

SPACE COAST RUNNERS RACE DIRECTORS' GUIDELINES

Revised: August 17, 2008

As the name implies, these guidelines are just that: guidelines. They are being made available at no cost to you. They are not comprehensive, and any suggestions or additions you think should be made are welcome. The guidelines are offered to you with the expectation that they will help you put on a quality race, thereby, supporting the runners and running community. These Guidelines contain most of the "generic" information that we feel is necessary to put on a race. Some of the specific details such as where to purchase awards, tee-shirts, applications, etc., is not provided here because of the great variations between races, race location, and our reluctance to recommend one vendor over another. These guidelines are designed to be a "starter" package for anyone interested in organizing a race and should be thorough enough that you can successfully organize your race with minimal outside support. However, Space Coast Runners, Inc. (SCR) is more than willing to continue to help you with additional details as needed.

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GENERAL INFORMATION

Mail may be sent to: Space Coast Runners, Inc.
 P. O. Box 2407
 Melbourne, FL 32902-2407

Additional information about our club may be found on our website: <http://www.spacecoastrunners.org>

There are approximately 40 races a year across the Space Coast. It is recommended that you coordinate your race date with the Space Coast Runners Club (SCR). The SCR maintains an on going, comprehensive race calendar. Attempts are made to avoid conflicting dates. The SCR cannot and will not demand any race move their race date. We only inform the race directors of potential conflicts and will recommend alternate dates. Please contact Carol Ball, President SCR at 321-454-9461 to coordinate your race date.

RACE GUIDELINES

This is the list of race guidelines that our races try to follow and that we ask other races to follow. We have found this list to be very helpful at our races, and it is hoped that your race will be able to follow these criteria. Since you have contacted the Space Coast Runners Club, you have indicated that you are interested in putting on a quality race. These are the guidelines that our races follow in order to meet this objective. We have found that quality races not only benefit the runners, but the race as well. Since the quality of a race is remembered from one year to the next, it usually is reflected in the number of entries the following year. The better the quality, the more entries that can be expected the next year. A poorly run race one year ends up with a lower turn out the next year.

Safety:

Safety is paramount. Adequate traffic control must be considered when designing the course layout. This should include police at every intersection and monitors at each turn. Water should be available at the start and finish line areas as well as on the course at a minimum of every two miles. There should also be paramedic/ambulance availability. A first aid kit should be considered as the minimum of items on your safety list.

Accuracy:

Accuracy of a course is one of the major factors for a successful race. The course should be accurate to USA Track and Field (USAT&F) standards but does not have to be USAT&F Certified. For more information, visit their website: <http://www.usatf.org>

Mile Markers:

Mile markers should be accurate and visible during the race. Split timers should call out times at the mile marks.

Course Markers:

Start and finish lines as well as turn arrows at every corner should be used. Volunteers should be located at every turn to direct runners.

Awards:

Equal awards should be given for male and female runners. Type of award (trophies, ribbons, medals, plaques, etc.) and depth of overall awards may be as desired. However, it is recommended that awards go three deep overall, one deep for masters and three deep in each age group. Any deviation from this guideline should be acceptable if indicated on the race application. Space Coast Runners 'Runner of the Year' Series races must follow this criteria.

Age Groups:

Five-year age groups should be provided for both male and female runners from 0 to 9, 10 to 14, and 15 to 19, through 65 to 70, and 70 and over. Any deviation from this guideline should be acceptable as long as it is indicated on the race application. Space Coast Runners "Runner of the Year" Series races must follow this criteria.

Organization:

The number of volunteers, finish line system, supplies, rest room facilities, registration system (including tables, pens, cash box), race numbers, pins, water, cups, food, and other details should be checked for adequacy, considering the expected number of runners.

TRAINING

There is no substitute for experience. SCR is involved with about 40 races a year. We strongly recommend that you or someone with significant responsibility connected with your race attend several races prior to your race. At a minimum, you should observe how other race directors, whether successful or not, conduct their race. Learn from their mistakes and benefit from their experience. Most importantly, volunteer and get involved with each of these races and get some first-hand experience with what is going on. Volunteer for a different job at each race so that you can learn what is involved, and you can volunteer for several different jobs at each race -- for example, work registration prior to the race, work a water station early in the race, help with clean up after the race. Reference the "Day of Race Volunteer Sheet" for assignments. Don't wait until the day of your race to get the experience. Learn how to deal with the last minute unexpected crises that may happen at your race.

SCR SERVICES

In this package you will find a description of our timing services agreement policy. SCR reserves the right to deny timing services if we are unable to staff the event appropriately. SCR also reserves the right to deny timing services if the organization or personnel responsible for organizing the race has not made payment for previous races.

- Due to the potential of race day conflicts, it is recommended you reserve the finish line services as early as possible. Early requests also allow the SCR ample time to make the necessary arrangements to support your race.
- Since we are often asked to work two races on the same date, the SCR is requiring races to place a \$50.00, non-refundable deposit to guarantee their reservation. The deposit only guarantees the reservation for the date reserved. If your race date should change and it conflicts with another race that has also placed a deposit, then the other race will have priority. In most cases we have duplicate equipment and arrangements can be made to accommodate both races.
- The SCR will provide one volunteer to oversee the setup and dismantling of the finish line equipment. We will also provide a volunteer to train your volunteers on how to use the finish line system to include timing. At most races "Just in Time" training is all that is necessary. However, especially for larger races, we recommend that your volunteers get some training by observing the finish line volunteers at a race/s prior to your race.
- Below in this package you will find a form stating what will be provided as part of this agreement. This form must be signed by the race director and returned to the SCR prior to your race. The cost of the timing services is \$200. If a second digital clock is requested the total cost is \$225. A \$25 penalty will be assessed if payment is not made on or prior to race day.

SCR NEWSLETTER

Space Coast Runners publishes a monthly online newsletter, containing a race calendar with a section devoted to local (Brevard County) races. This calendar strives to contain the race name, the race date, starting time, registration fee, and the address and phone number for additional information. It will also contain any pertinent information as supplied by the race director. There is no fee to be included in the race calendar. If you want your race listed in the race calendar, please contact Patti Sponsler at 321-784-2075 or e-mail psponsler@cfl.r.com. Please have the information to Patti by the 5th of the month prior to the month you want the race listed (i.e. September 5 if you want it in the October newsletter). We may list the races up to one year prior to the event, but may compress the information for races until closer to race date.

SCR also will provide you the opportunity to purchase advertising space in the SCR newsletter.

The cost per month is:

Full Page	\$50
Half Page	\$25
Quarter Page	\$15
Business Card	\$ 5

These prices were effective August 2005 and are subject to change.

All advertisements should be delivered to the newsletter editor by the 10th of the month prior to the issue you want your application in. All advertisements and applications should be sent to the SCR newsletter editor at:

Patti Sponsler
23 West Point Dr.
Cocoa Beach, FL 32931
Phone: 321 784-2075
Email: psponsler@cfl.rr.com

RACE DIRECTORS' CHECKLIST

Below is a list of some of the items that should be considered if you are contemplating the organization of a race. This list is intended for use in a small to moderate size race (50 to 500 participants).

1. Permission

One or more of the following may require Permit(s):

- City officials
- County officials
- City police
- Sheriff
- Department of Transportation
- U.S. Coast Guard, if bridge(s) need to be kept closed
- Officials from any other jurisdiction that the race may pass through

2. Publicity

Planning and publicity should start as much as a year prior to the event; a minimum of six months is usually required.

- Set the date and coordinate it with the SCR President, Carol Ball, 321-454-9461
- Send out race information to the following:

Florida Today Sports Calendar
P.O. Box 363000
Melbourne, FL 32936
<http://www.floridatoday.com>

Brevard County Parks and Recreation
1515 Sarno Road
Melbourne, FL 32935

North Brevard Parks and Recreation
475 N. Williams Avenue
Titusville, FL 32796

Orlando Sentinel
Brevard Edition
108 Willard Street
Cocoa, FL 32922
<http://www.orlandosentinel.com>

Florida Running & Triathlon
8640 Tansey Drive
Orlando, FL 32809-4529
<http://www.flrunning.com>
Email: flrunning@cfl.rr.com

Race Place
P.O. Box 152978
Tampa, FL 33684-2978
<http://www.FLraceplace.com>
Email: joe@flraceplace.com

Running Journal Race Calendar
P.O. Box 157
Greenville, TN 37744
<http://www.running.net>

Cocoa Beach Chamber of Commerce
400 Fortenberry Avenue
Merritt Island, FL 32952
<http://www.cocoabeachchamber.com>

Chamber of Commerce
1005 E. Strawbridge Avenue
Melbourne, FL 32901

Titusville Chamber of Commerce
2000 S. Washington Avenue
Titusville, FL 32790

TV Stations-local affiliates

3. Race Course

- Select course. This should be done prior to applying for authorization and permits.
- Measure and mark course. Course should be measured per USAT & F standards and certified when possible.
- Check the course shortly before race for markers, obstructions, street closures, etc.
- A course map should be available to the runners. This may be inserted into the race packet or displayed on poster board.

4. Race Volunteers

- Impress on your volunteers that this is not a "Maybe I can be there" operation. All volunteers should show up on time and be ready to assume their assigned responsibilities.
- Instruct volunteers prior to race day what their assignments and responsibilities will be. Inform them where and what time you expect them to arrive and who to report to.
- Volunteers should not make decisions that are the responsibility of the race director.
- Obtain the adequate number of volunteers to properly perform the needed functions.
- Amateur radio personnel can be very valuable on longer races for communications.

5. T-shirts

- Depending on your supplier, T-shirts should be ordered one to six weeks prior to the race.
- Runners want the shirts to be recognized as a race shirt. The artwork should be relative to running and include the name of the race, the distance, and possibly the date.

6. Starting-Line

- Should be arranged, when possible, so that a turn is not encountered near the start of the race.
- Try to start on time.
- Although you want to start on time, ensure runners are still not trying to register.
- Starting line should be clearly marked.
- Finish line timers and split times should be ready and standing by.
- If pre-race information is to be given out, keep it brief and pertinent. Do not rely on your unassisted voice to carry to the back of the pack. Have a loud speaker available.

7. Supplies

- Order awards with sufficient lead-time.
- Order race numbers and safety pins with sufficient lead-time.
- Have pens and pencils available for day of race registration.
- Have pens available at the finish line, if applicable.
- Have water and cups available at the registration and finish line area.
- Food is always welcome after the race.
- Have trash bags available at the start/finish areas and at the water stations.

8. Aid/Water Stations

- Water stations should be at least every two miles or mid way on a 5K course.
- Instruct volunteers on how to fill and hold cups so that the runners obtain the water without slowing down.
- Volunteers should also be instructed on where to stand when handing out water.
- Water stations must have an adequate supply of water and cups.
- Volunteers should not leave the water station until all runners are past their station.
- Volunteers must pick up all cups thrown by the runners. It may be a good idea to have volunteers picking up cups during the race. However, volunteers must be careful not to get in the way of the runners.

9. Race announcements with entry form should include the following

- When: Date and Time
- Where: Complete directions, map when possible.
- Race distance
- Race Director, or Point of Contact and phone number
- Where to write for additional information/application. Specify Self-Addressed Stamped Envelope.
- Provide age group classifications and how deep the awards will go.
- Describe the awards
- List the entry fee(s)
- Who to make the check out to and where to mail the check and application.
- Inform if there will be day of race registration, fee, and registration cut off time.
- Inform if this is a fundraiser and who will receive the proceeds.
- State any limitations on T-shirts or other race mementos.
- State if discounts are offered, e.g. SCR members
- State if there is a no T-shirt option.
- Give all sponsors recognition

- _____ If this is a Space Coast Runners, Inc. event (not to be confused with a Space Coast Runner of the Year Series event), includes the SCR and RRCA logo on the application. The logos are required on the application in order to comply with RRCA insurance rules and regulations.
- _____ Also include statement of restrictions (for safety and insurance reasons) -- e.g. "For safety reasons, rollerblades, rollerskates, skateboards, bicycles, baby strollers, baby joggers, radio headsets, and animals are PROHIBITED."
- _____ Require signature to standard release form, which should include name, age, sex, date, and address and phone number.
- _____ State "no refunds will be made".
- _____ Include information if the course is USAT&F certified.
- _____ Include any other information, which may be pertinent to this race.
- _____ It is recommended that you consider giving a \$1.00 discount for pre registration to SCR members
- _____ It is recommended you give a minimum \$1.00 discount per runner to families of 3 or more participants.

10. Finish Line

- _____ Set up finish line system. The chute should be tapered to funnel runners into the portion that is not wide enough for a runner to illegally pass someone in the chute.
- _____ Set up the primary and backup timing systems. Ensure that finish line volunteers know what they are doing. Some runners forget, in their eagerness, that the race is finished at the finish line.
- _____ Chute Marshall volunteers should be on duty to see that no passing is done after crossing the finish line.
- _____ Chute Marshals should keep the chute moving briskly. Some runners will want to "die" in the chute, thereby causing the chute to back up. This could prohibit runners behind them not being able to cross the finish line and result with inaccurate times.
- _____ Chute Marshals and finish line volunteers should be on the alert for "bandits" who may go through the finish line and jump out of the chute. This messes up the scoring. Also, be on the alert for an earlier finisher running with a later finisher and crossing the finish line again. This has the same result as a bandit. All runners after him/her are off by one place.
- _____ A table and pens/pencils must be provided for runners to complete their finish line cards, if applicable.
- _____ Results volunteers must be conspicuous for receiving finish line cards, if applicable.

11. Results

- _____ Various systems are available. Choose the one that best suits your event.
- _____ Results should be posted and awards presentation should start as soon as possible.
- _____ Official results should be mailed to the local newspapers as soon as possible.
- _____ Forward results, via disk or email to Matt Mahoney: matmahoney@aol.com, 321-724-1582 for inclusions on our website and to Patti Sponsler, psponsler@cfl.rr.com or 321-784-2075 for inclusion in our newsletter.
- _____ Send/call in results to Florida Today along with any other information relative to the race.
- _____ It is recommended that race results be mailed to all participants.

SAMPLE WAIVER FOR RACE APPLICATION

I know that running a road race is a potentially hazardous activity. I should not enter and run unless I am medically able and properly trained. I agree to abide by any decision of a race official relative to my ability to safely complete the race. I assume all risks associated with running in this event including, but not limited to: falls, contact with other participants, the effects of the weather, including high heat and/or humidity, traffic and the conditions of the road or any running surface, all such risks being known and appreciated by me. Having read this waiver and knowing these facts and in consideration of your accepting my entry, I, for myself and anyone entitled to act on my behalf, waive and release the _____ (fill in your race name, club name, or organization), the City of _____ (fill in the city), and all sponsors, their representatives and successors from all claims or liabilities of any kind arising out of my participation in this event even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

Signature (Parent of Guardian) if Under 19

Date

Optional Clause:

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

RACE VOLUNTEER ROSTER

Race Name/Location: _____ **Date/Time:** _____

<u>Volunteer Position</u>	<u>Name and Phone Number</u>
Race Permits	_____
Police Coordinator	_____
Medical Coordinator	_____
Sponsor Coordinator	_____
Publicity	_____
Course Certification/Marking	_____
Communications Coordinator	_____
Port-A-Let Coordinator	_____
Race Packets	_____
T-Shirts	_____
Awards	_____
Results Coordinator	_____
Water/Refreshments	_____
Cash Box	_____
Volunteer Recruiter	_____
Course Map	_____
Door Prizes	_____
Pre-Registration	_____
<u>Day of Race Positions</u>	
Day of Race Registration	_____
Water/Food/Refreshments	_____
Course Setup	_____
Set out Traffic Monitors	_____
Pick-up/Clean-up	_____
Water Stations	_____
Split Timers	_____
Finish Line Setup	_____
Finish Line Timing	_____
Finish Line Marshal	_____
Finish Line Cards/Pull Tags	_____
Results	_____
Awards	_____
Clean Up Crew	_____

RACE DAY CHECKLIST

For Pre-Race

- _____ Course signs (mile markers, arrows)
- _____ Traffic Cones
- _____ Cash box with \$1, \$5 and \$10 bills for change
- _____ Table for Day-of-Registration
- _____ Blank Registration Forms
- _____ Pens, Pencils
- _____ Race Packets
- _____ Race Numbers, Safety Pins

For Start of Race

- _____ Starting “gun” (horn, whistle, loud voice)

For Race

- _____ Stop watches for split timers
- _____ Tables (for water stations)
- _____ Water Jugs/Coolers
- _____ Water and Cups

For Finish Line

- _____ Handheld timers for finish line
- _____ Finish System
- _____ Scoring System, and the associated materials
- _____ Finish Line/Chute
- _____ Overhead Clock

For Post-Race

- _____ PA system or Megaphone
- _____ Trash Bags
- _____ Awards
- _____ Refreshments
- _____ Water Jugs/Coolers
- _____ Water and Cups
- _____ Ice
- _____ Tables (for refreshments/water)

General

- _____ Duct Tape (you can “fix” almost anything with Duct Tape)

SPACE COAST RUNNERS LIST OF OFFICERS, BOARD OF DIRECTORS, AND OTHER APPOINTED/VOLUNTEER POSITIONS for the 2008-2009 Season

SCR OFFICERS

The officers for the 2008-2009 season are:

President:	Carol Ball	cball1@cfl.rr.com	454-9461
Vice President:	Marty Winkel	rumsalot@earthlink.net	537-3526
Secretary:	Cedric Ching	cching@cfl.rr.com	446-0567
Treasurer:	Marlene White	marlenewhite@cfl.rr.com	783-6535

SCR BOARD OF DIRECTORS

The members of the Board of Directors for the 2008-2009 season are:

Cyndi Bergs	mcbergs@att.net	514-6955
Tammy Foster	tefoster@cfl.rr.com	637-3778
Dave Hernandez	dhernandez803@yahoo.com	768-9959
Morris Johnson	johnsonmr@acm.org	783-9370
Mary Ramba	mramba@aol.com	213-0993
Nancy Rowan	runningal@cfl.rr.com	749-4494
Loran Serwin	lserwin@cfl.rr.com	480-9935
Charlie Van Etten	charlie.fl@mindspring.com	777-5407
Christy Zieres	zieresc@bellsouth.net	298-9677
Marty Winkel, Chairman of the Board	rumsalot@earthlink.net	537-3526

APPOINTED AND VOLUNTEER POSITIONS

The appointed and volunteer positions for the 2008-2009 season are:

Membership:	Loran Serwin	lserwin@cfl.rr.com
Volunteer Coordinator:	OPEN	
Equipment Manager:	Marty Winkel	rumsalot@earthlink.net
Newsletter Cover/Multiple Shots:	Cedric Ching	cching@cfl.rr.com
	Robin Hernandez	dhernandez803@yahoo.com
	Barry Jones	trihokie@cfl.rr.com
Newsletter Editor:	Patti Sponsler	psponsler@cfl.rr.com
Website Results/Calendar:	Matt Mahoney	matmahoney@yahoo.com
Website Editor:	Loran Serwin	lserwin@cfl.rr.com
	Michelle Smurl	mmsmurl@yahoo.com
	Loran Serwin	lserwin@cfl.rr.com
ROY Series Director:	Loran Serwin	lserwin@cfl.rr.com
SCR Youth Series Race Directors:	Carol Ball	cball1@cfl.rr.com
	Marlene White	marlenewhite@cfl.rr.com
	Tammy Foster	tefoster@cfl.rr.com
Fun Run Director:	Palm Bay -- Dave Hernandez	dhernandez803@yahoo.com
	Cocoa -- Linda Cowart	landclearing@bellsouth.net
	Suzie Enlow	suziee@cfl.rr.com

SCR RACES AND RACE DIRECTORS

The four (4) club-owned races and their respective race director(s) for the 2008-2009 season are:

Space Coast Classic 15K:	Cyndi Bergs	mcbergs@att.net
Space Coast Marathon:	Don and Denise Piercy	dpiercy@running-zone.com
Eye of the Dragon:	Marlene White	marlenewhite@cfl.rr.com
Space Walk of Fame:	Marty Winkel	rumsalot@earthlink.net

DOCUMENT REVISION HISTORY

(Space Coast Runners Race Directors' Guidelines)

<u>Date</u>	<u>Description of Changes</u>	<u>Author</u>
2006_08_14	- removed "George Haddad" as an SCR board member - specified "Carol Ball and committee" as RD of the Space Coast Classic 15K - added this "Document Revision History" section	C. Ching
2006_11_25	- removed "Ernie Diaz" as an SCR board member - added "Michelle Smurl" as an SCR board member	C. Ching
2007_07_12	- updated "List of Officers, Board of Directors, and Other Appointed/Volunteer Positions"	C. Ching
2007_07_18	- removed Jim Schaeffer as an SCR board member (not yet)	C. Ching
2007_08_17	- added Jim Schaeffer as an SCR board member	C. Ching
2008_01_16	- added Dave Hernandez as an SCR board member	C. Ching
2008_02_18	- updated documented Services Agreement Form to "Form C-1A"	C. Ching
2008_08_09	- updated for 2008-09 season - removed Donna Neill, Jim Schaeffer, and Michelle Smurl as SCR board members - added Nancy Rowan and Christy Zieres as SCR board members	C. Ching
2008_08_17	- added Tammy Foster as a Youth Series contact	C. Ching

ATTACHMENTS

- A SCR SERVICES AGREEMENT FORM (Form C-1A)
- B SCR SCHOOL SERVICES AGREEMENT FORM (Form C-2)
- C SCR MEMBERSHIP APPLICATION (SCR-07-2007)