

CHASQUIS

ROAD RACE ORGANIZATION CHECKLIST

The purpose of this form is to assist the Race Manager in the planning of a road race.

Please assist the Race Secretary by complying with the following:

1. Organize the event as far in advance as possible, particularly the advertising.
2. Keep the Race Secretary informed. This is important when you experience difficulties and do require help.
3. Complete this checklist prior to doing any actual work. It will provide you with helpful information and may make your task easier.
4. Please provide the Race Secretary with a copy (or the original) of this checklist not later than one week after the event. The Club plans to develop a Road Race Manual for all its annual races. Your assistance with this effort is appreciated. (*)
5. If you have any comments and/or suggestions for the improvement of this checklist please advise the Race Secretary.
6. This checklist is not suited for the Jasper/Banff Relay Road Race or the Chasquis Edmonton Marathon.

A. DATE/TIME/NAME etc.

1. _____
Name of Road Race
2. _____ 3. _____
Date Starting Time
4. _____
Location
5. _____
Race Manager
6. _____
Address, Telephone
7. _____
Assistant Race Manager
8. _____
Address, Telephone

(*) See note on Page 3

A. DATE/TIME/NAME etc. (cont'd.)

7. List of people assisting with this race:

Publicity/ Sponsors	Telephone
Registration	Telephone
Course Preparation	Telephone
Start	Telephone
Finish (Chief Timer)	Telephone
Aid Stations (Refreshment/ Sponging)	Telephone
Aid Stations (Medical)	Telephone
Communication	Telephone
Transportation	Telephone
Officials	Telephone
Marshalls	Telephone
Supplies	Telephone
Awards/ Awards Ceremony	Telephone
Post-Race Event	Telephone
Race Results Publication	Telephone
	Telephone

A. DATE/TIME/NAME etc. (cont'd.)

8. Course map

Provide a map of the course if at all possible.

One simple map is required for the poster/entry form. A more detailed map is essential for the Race Director, showing such items as mile and km markers, locations of aid and timing stations, positions of marshalls and police required to control traffic etc.

Also, indicate precisely the Start and Finish locations and, if necessary, provide detailed descriptions such as "Start begins 10 metres north of hydrant" etc.

9. Course/Facilities Description

Provide a brief description of the course to provide the competitor with information of interest such as general area, road surface, topography, start and finish etc.

Indicate if there are locker and shower facilities, where a runner can change clothing, toilet provisions and other information.

(*) Re: Completion of checklist

Please complete only the following pages and return to the Race Secretary:

Pages 1, 2, 4, 6, 8, 9, 10, 11, 13, 14, 15, 16, 17, 18 and 21

B. PUBLICITY/SPONSORS

- | | | | |
|----------------------------|-------|-------------------------|-------|
| 1. ATFA Race Calendar | _____ | 7. Radio | _____ |
| 2. Edmonton Journal (*) | _____ | 8. Television | _____ |
| 3. Edmonton Sun | _____ | 9. Canadian Runner | _____ |
| 4. Edmonton Examiner | _____ | 10. Chasquis News Relay | _____ |
| 5. Edmonton Magazine | _____ | 11. Posters | _____ |
| 6. Edmonton Tourist Office | _____ | 12. Handouts | _____ |

(*) Place specific notice in "Edmonton Journal Sports Lineup" at least one month in advance and ask them to run it every time.

13. Poster Distribution:

- All Edmonton YMCA's and YWCA's _____
- Kinsmen Sports Complex _____
- U of A Gym _____
- Calgary Road Runners _____
- Masters Newsletter (Art Taylor) _____
- All Running Shops _____
- City Parks and Recreation _____
- ATFA Newsletter _____

Also consider contacting participants from previous year. Club members can assist to distribute posters/entry forms at races preceding the event. This has been very successful in the past.

- 14. City of Edmonton Police _____
- 15. RCMP _____
- 16. U of A Campus Security _____
- 17. City of Edmonton Engineering Department _____
- 18. City of Edmonton ETS _____
- 19. Sponsors YES _____ NO _____

A sample of the text of a poster follows this page. This can be combined with the Entry Form (See Part C.) Poster blanks are available from the Race Secretary.

COPY FOR CHASQUIS RACE POSTER.

Fifth Annual

Chasquis Daylight Savings

20 km Road Race

and

1981 Provincial 20 km Championships

Sunday, April 26, 1981

starting at 10 a m

Flat, four loop course (Certification pending)
around scenic University of Alberta Campus

Locker and Shower facilities available in
Physical Education Building on campus near
start/finish, 116 Street & 89 Avenue

Split times at 1 mile, 5km, 10 km, 15 km
Two refreshment stations on course. Traffic
will be controlled.

Divisions Men's Open
Women's Open
Men's Masters (40-49)
Women's Masters (35+)
Men's Masters (50+)

Awards Chasquis Medals to first three
finishers in each division
Chasquis Challenge Bowl to first
place finisher

CTFA Sponsorship

The first three men, the first two women and
the first man and woman of the Masters Divisions
will be sponsored by the Canadian Track and Field
Association (CTFA) to participate in the National
20 km Championships to be held in Winnipeg, Manitoba,
on 30 August 1981.

Entry Fee \$ 5.00 includes ticket for Post-Race Buffet
Additional Buffet ticket may be purchased
for \$ 2.00

Entry Deadline Entries must be postmarked not later
19 April 1981. Please register early.
Late entries cannot be accepted.

Entries to Russ Monk 2652 - 89 Street
Edmonton, Alberta T6K 2Z3

Information Phone Tony Craggs 434-3301

C. ENTRY FORM/REGISTRATION

A sample of a typical Entry Form and its copy (text) is following this page.

Prior to preparing this form, decide the following:

1. _____
Entry deadline
2. yes no
Registration on race day
3. yes no
Late entries
4. yes no
Confirmation of entry
5. \$ _____
Entry fee
6. \$ _____
ATFA Member fee
7. _____
Registration address

8. _____
Registration Coordinator

Person responsible for registration must prepare all entries alphabetically by Division. This will speed up the finding of competitors numbers on race day.

There should be only one location for registration.

Related to registration is the following:

Designation of competitors numbers by Division.

Ordering/manufacturing of competitors numbers.

Deciding if there will be a Race Kit containing race number and sponsor material, meal tickets etc.

Deciding if there will be computer labels.

Providing of four (4) pins to attach competitors number.

Entry Form

Last name _____ First name _____
Address _____ Telephone _____ Res _____
_____ Bus _____
Postal code _____

Please enter me in the following division:

Men's Open Women's Open Men's Masters (40-49)
 Men's Masters (50+) Women's Masters (35+)

Entry Fee: \$ 5.00 Additional Buffet tickets: \$ 2.00

I enclose \$ _____ by cheque/money order

Athlete's Waiver

In consideration of your acceptance of this race entry, I, for myself, my heirs, executors, administrators and assigns, forever waive, release any and all rights, demands, claims for damages and causes of suit or action known or unknown, that I may have against the Chasquis Running Club and any and all participating sponsors and supporters and the directors, officers, employees, and agents of such parties, for any and all injuries in any manner arising or resulting from my participating in said race. I attest and verify that I have full knowledge of the risks involved in this race, that I assume those risks, that I will assume and pay my own medical and emergency expenses in the event of accident, illness or other capacity, regardless of whether I have authorized such expenses and that I am physically fit and sufficiently trained to participate in this race.

Signature _____ Date _____
(of parent or guardian if under 18 years)

D. DIVISIONS

1. Men's Open _____
2. Women's Open _____
3. Men's Masters (40 - 49) _____
4. Women's Masters (35 over) _____
5. Men's Masters (50 - 59) _____
6. Men's Masters (60 over) _____
7. Juniors _____
8. Wheelchairs _____
9. Teams _____

10. Handicap Road Race _____

E. COURSE PREPARATION (except Start and Finish)

1. Course map _____
2. Course description (*) _____
3. Course survey _____
4. Course certification _____
5. Markings for:
 - distance (1 Mile, 5 km, 10 km etc.) _____
 - start _____
 - finish _____
 - aid/refreshment stations _____
 - timing stations _____
 - turns _____
 - others _____
6. Signage _____
7. Barricades _____

8. Review course prior to race with:
 - City of Edmonton Police _____
 - RCMP _____
 - U of A Campus Security _____
 - City of Edmonton ETS _____
9. Marshall positions _____
10. Police/Marshalls Traffic Control _____
11. Clean-up of course after the race _____

(*) It is important to provide a detailed description of key locations (such as aid/refreshment stations, timing positions etc) for officials that will be trying to find their spots on race day.

They will be unfamiliar with their specific locations and may not see the markings.

Better still is to 'deposit' officials at their spot, a function that could be performed by the person responsible for the preparation of the course.

F. START (Preparation. Not including officials)

1. Starting gun _____
2. Watches (check with officials coordinator) _____
3. Chronomix _____
4. Bullhorn _____
5. Pacegroup signs _____
6. Toilets _____
7. Refreshments (Water) _____
8. Registration:(if allowed on race day) _____
 - tables _____
 - chairs _____
 - entry forms _____
 - cash box with change money _____
 - competitors numbers/pins _____
 - pencils _____
 - paper _____
9. Digital clock _____
10. Vehicle to operate clock (*) _____
11. Community Service Vehicle _____
12. Maps of race course (post several) _____
13. Starting announcements _____
14. Protection in case of rain _____

(*) If start and finish are located within the same area, an electric outlet will do.

Otherwise, the digital clock must be transported by a vehicle to the finish line area while in operation.

The vehicle must have a fully charged battery and may have to idle for the duration of the race.

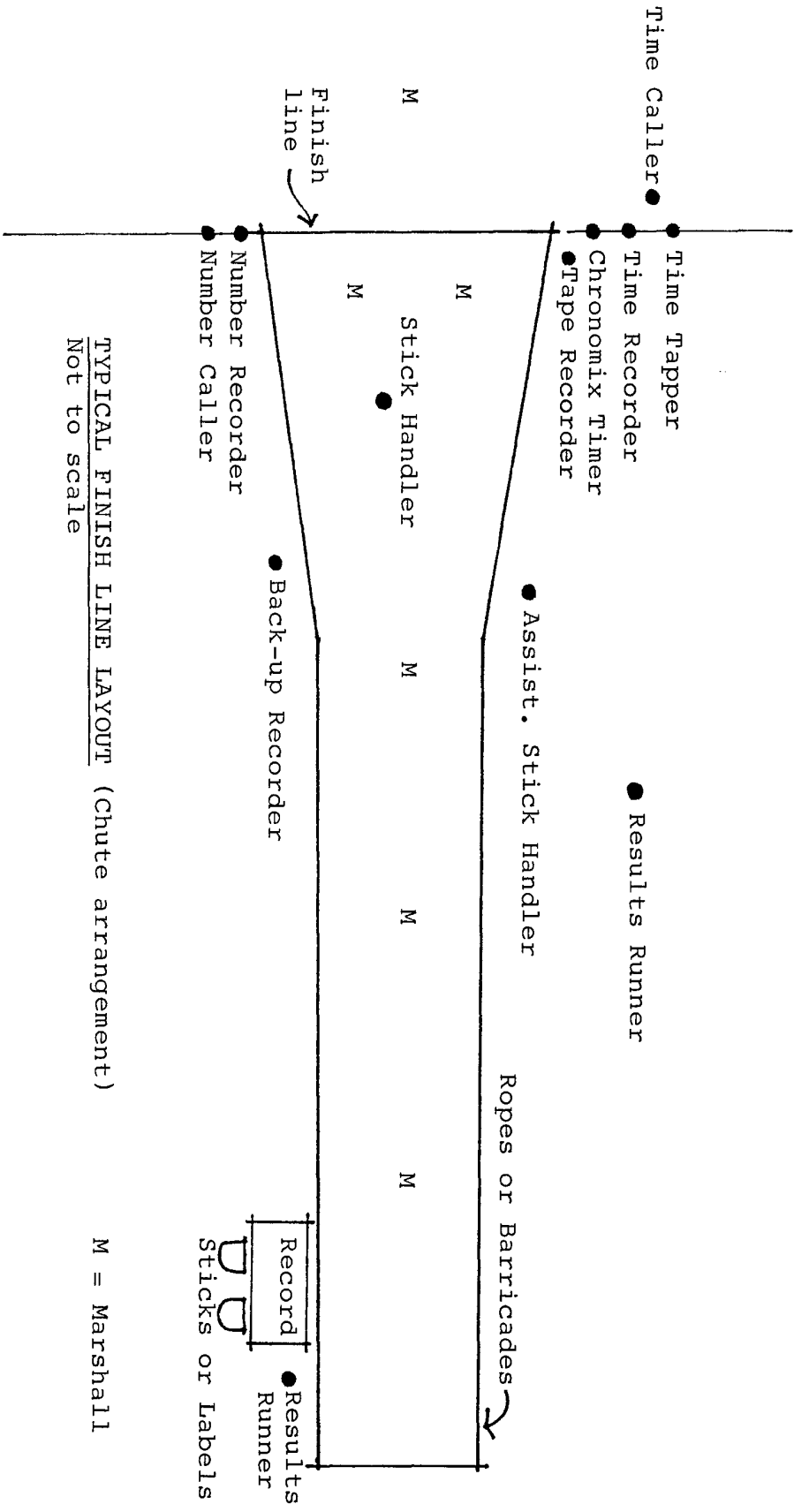
G. FINISH (Preparation. Not including officials)

1. Banner complete with stands, sand bags etc.) _____
2. Finish tape _____
3. Barricades _____
4. Rope for chute and spectator area _____
5. Meterblocks _____
6. Chronomix _____
7. Watches _____
8. Digital clock _____
9. Tape recorder _____
10. Tables for recorders _____
11. Chairs for recorders _____
12. Community Service Vehicle _____
13. Bullhorn (Loudspeaker) _____
14. Shelter _____
15. First aid _____
16. Refreshments _____
17. Change facilities _____
19. Blankets _____
20. Toilets _____
21. Results processing area (secluded)
complete with tables and chairs _____
22. Results display _____
23. Tick sheets _____
24. Record sheets _____
25. Numbered sticks _____
26. Clip boards _____
27. Pencils _____

Consider the following:

- Video equipment _____
- Computer labels and results _____
- Duplication equipment _____
- Photographer _____

For typical finish line layout see next page.



TYPICAL FINISH LINE LAYOUT (Chute arrangement)
 Not to scale

M = Marshall

H. AID STATIONS (Refreshment/Sponging)

	Number required
1. Locate at:	
- start	_____
- on course	_____
- at finish	_____
2. Water containers (*)	_____
3. Cups	_____
4. Personal refreshment handling	_____
5. Special refreshments	_____
6. Sponges	_____
7. Garbage containers	_____
8. Garbage bags	_____
9. Tables	_____
10. Chairs	_____

(*) Make sure you are prepared for a hot day.
Requirements for liquids increase considerably
at higher temperatures.

It is advisable to make arrangements to obtain
water nearby (hydrant, residence) in advance
or provide aid stations with ample amounts of
water.

The length of the race and the layout of the
course must be considered when calculating the
water supply.

Designate some people to clean up the area
around the aid stations upon completion of
the race.

I. AID STATIONS (Medical)

	Number required
1. Locate at:	
- start	_____
- on course	_____
- at finish	_____
2. First aid kit	_____
3. St. John's Ambulance	_____
4. Shelter/shading	_____
5. Transportation in addition to ambulance	_____

It is important to provide reasonable and competent medical assistance even at races of shorter distance in case of emergency.

J. COMMUNICATION

1. Walkie-Talkie	_____
2. Loudspeakers	_____
3. Cyclists	_____
4. Northern Alberta Radio Club	_____
5. Loudhailer (Bullhorn)	_____

K. TRANSPORTATION

1. Lead car _____
2. DNF runners pick up _____
3. Vehicle for Digital clock (See Section F) _____
4. Vehicle for on-course equipment _____
5. Transportation for officials _____
6. Transportation for marshalls _____
7. Vehicle following last competitor _____
8. Vehicle for course clean-up _____

Transportation for medical services
is not included in the above.

Race referee will require additional
transportation if on course.

L. OFFICIALS/ MARSHALLS (Start)

- 1. Starter _____
- 2. Race announcer _____
- 3. Traffic control _____
- Marshalls as required

M. OFFICIALS/ MARSHALLS (On Course)

- 1. Time caller at 1 Mile _____
- 2. Time callers at ___ km, ___ km _____
- 3. Timers _____
- 4. Time tappers _____
- 5. Time recorders _____
- 6. Number callers _____
- 7. Number recorders _____
- 8. Marshalls _____
- 9. Race Referee _____

N. OFFICIALS/ Marshalls (Finish)

- 1. Chief timer in charge of Finish _____
- 2. Timers _____
- 3. Time tapper _____
- 4. Time recorder _____
- 5. Chronomix timer _____
- 6. Number caller _____
- 7. Number recorder _____
- 8. Back-up recorder _____
- 9. Stick handler _____
- 10. Assistant stick handler _____
- 11. Label remover _____
- 12. Stick/ label recorder _____
- 13. Tape recorder operator _____
- 14. Marshalls for chute control, spectator
management and competitors assistance
as required. Coordinate with Chief Timer _____
- 15. Personnel to process results as required.
Coordinate with Chief Timer. _____

O. MISCELLANEOUS SUPPLIES

1. For Competitors:

- T-Shirts _____
- Caps _____
- Visers _____
- Other _____

2. For On-Course Officials:

- Clipboards _____
- Pens and pencils _____
- Tick sheets _____
- Recording sheets _____
- Plastic bags (clear) in case
of rain _____
- Tables _____
- Chairs _____

3. For Marshalls:

- T-Shirts _____
- Caps _____
- Safety vests _____
- Handheld STOP/GO signs _____
- Other _____

P. AWARDS/ AWARDS CEREMONY

1. Medals
The first _____ finishers in each division _____
2. Trophies _____
3. Certificates _____
4. Prizes _____
5. Other awards _____

Award ceremonies are often quite anticlimactic because of bad or no planning at all when they should be the highlight of the event.

They require as much preparation as the race to be successful and to recognize the effort of the competitors to be rewarded.

The following should be considered:

- Who is in charge?
The race director has enough to do to wrap up the race, look after results etc. and should be relieved of this responsibility.
- Where does it take place? Has the place been booked?
- Have all awards and medals been ordered?
- Who presents the awards?
- Will the awards ceremony be combined with a buffet?
- What happens to the awards not picked up during the ceremony? Who looks after the mailing/delivery?
- Should we have a photographer to enhance our archives?
- Have we got a place to post results?

Following this page is a form which will make the presentation easier.

It may have to be amended as required.

Name of Race:

Date:

1. MEN'S OPEN

Place	Time	Name	Medal	Award	Trophy
1					
2					
3					
4					
5					

2. WOMEN'S OPEN

Place	Time	Name	Medal	Award	Trophy
1					
2					
3					
4					
5					

3. MASTERS MEN (40 - 49)

Place	Time	Name	Medal	Award	Trophy
1					
2					
3					
4					
5					

4. MASTERS WOMEN (35 over)

Place	Time	Name	Medal	Award	Trophy
1					
2					
3					
4					
5					

Name of Race:

Date:

5. MASTERS (50 over)

Course Record

Date:

Time

Place	Time	Name	Medal	Award	Trophy
1					
2					
3					
4					
5					

6. TEAM AWARDS

Place	Time	Name	Medal	Award	Trophy
1					
2					
3					
4					
5					

Course Records

Event	Name	Time	Year
Men's Open			
Women's Open			
Masters Men			
Masters Women			
Team			

R. RACE RESULTS/ RACE REPORT PUBLICATION

1. Race results team

- who prepares copy of results for publication?
- who delivers copy of race results to the Edmonton Journal within a day?
- who sends race results to Canadian Runner or ATFA for their newsletter?

2. Race report

- who prepares race report?
- should be sent to Canadian Runner together with race results.

S. THANK YOU/ ACKNOWLEDGEMENTS

These should be sent to the following as applicable:

- City of Edmonton Police
- RCMP
- U of A Security
- City of Edmonton Engineering Department
- All sponsors
- All officials
- All marshalls/ volunteers
- All others that have contributed to the race

T. BUDGET/ FINANCING

The Race Manager must provide the Club Treasurer with a simple statement of:

- income from entry fees
 - income from sponsors
 - other income
- MINUS EXPENDITURES SUCH AS:
- Food
 - Beverages
 - Advertising
 - Race numbers
 - Other charges