

Small Race Director Handbook

Created by Matthew and Karen Kidwell June 2016. Approved by the Six Rivers Running Club Board of Directors 02/06/19.

Attachments: SRRC Membership Form.pdf and SRRC Registration Form.pdf

Race Details:

Changes in race distance and course must be approved by the Six River Running Club Board of Directors (SRRC Board). Adding or removing a race distance or a significant date change must also have SRRC Board approval. Small races are free for everyone under 18 and club members. All others pay 10 dollars.

Budget:

A budget of \$75 is allocated for each small race. This is to cover post-race refreshments and/or overall awards and other small items. Keep the receipts and submit the [Small Race Report Form](#) (details below). Permit fees and porta potties will be covered by the club as needed with prior approval.

Permits and insurance:

These are generally handled by the permit committee. Most jurisdictions require one to two months advance notice. Check with the committee to ensure permits are on track and inquire if there are any special conditions of the permit. Insurance is done at the beginning of the year and certificates for agencies can be ordered several weeks before the race (typically done by the permit committee).

Course:

Generally chalk or flour is used. Check with the permit to see what is allowed. Make sure all intersections have some sort of marking on them. Special event signs may be needed, check permit.

Volunteers:

Recruit volunteers from friends, family, running buddies, injured runners, etc. If you need more volunteers check with volunteer coordinator about emailing members. Ask each volunteer to sign their name on the [Volunteer Sign in and Waiver](#) form (recommended): (shown below)

Typical volunteers needed include:

- Registration - 3 to 4 (one must be a board member)
- Finish line - 4+. Pulling tags (1), timer (1 per race distance), putting tags on board (1), Quality control(1). At least one should have experience at the finish line.
- Course monitors - Varies, check permit for requirements and with previous race directors.
- Aid station - Recommended for races 10K and longer.
- Lead Bike – (optional)
- Photographer
 - Finish line (recommended - Check to see if Yoon Kim will be coming to the race)
 - Other course photos (optional) - If you have a pretty spot and a volunteer interested in taking photos they will be appreciated.

Supplies:

** Means they should be available in the shed (A board member will be meet you there, set this up at the meeting before the race).*

- Registration
 - Bibs* (need to have tear tags on them) Make sure you take several hundred.
 - Clipboards (4)*
 - Pins*
 - Table(2)*
 - 3-4 chairs*
 - Registration forms (separate document)
 - Club membership forms (separate document)
 - Petty cash - 50+ dollars in 5 dollar bills
 - Pens and sharpies
 - Start line
 - Two cones for start/finish line*
 - Megaphone*
- Finish line
 - Chronomix (Check with club president to see who has it)
 - 4 to 6 Candlesticks and bases*
 - Flagging*
 - Clock* (make sure to charge overnight ahead of time)
 - Tables (2)* For results and Food
 - Results boards* or cardboard
 - Tape
 - QC pages – to write down bib numbers at the finish line
 - Food - Generally something sweet and something salty
 - First aid kit* (Labeled “Small race aid kit” or red first aid kit)

Services:

- Trash - taken care of by race director. Cans available in the shed
- Toilets - Determine availability at the start/finish areas. Generally need at least two for small races. If not available, order porta potties from B+B (For details contact club president).

Race Report:

- Following the race, the race director will fill out the small Race Report Form (below):
 - Number of Entrants broken down by members, non-members, and under 18.
 - Income and number of non-members must match
 - Amount of money spent that needs to be reimbursed
 - New members and amount paid - give to Newsletter Editor within one week
 - Income from the race must be given the president, treasurer or their designee within one week of the race
 - Present race report at the meeting following the race or give to the president to present

Small Race Report Form

To be turned in to the president at or before the meeting following the race

Race name: _____ Date: __/__/__

Reimbursements		Petty Cash	
Money spent on food:	\$	Cash in:	\$
Other money spent:	\$	Cash out:	\$
Total money spent:	\$	Verified by board member:	(initials)_____

Race Entrants		
	Number of people:	Total dollars:
Members/under 18:		\$ 0.00
Non-members:		\$
Total entrants:		\$

Member Registration		
	Number of memberships:	Total dollars:
Family memberships:		\$
Single memberships:		\$
Total:		\$

I certify amounts are correct to the best of my knowledge.

Note on back if there are any discrepancies/special cases/errors made.

Race Director

Signature: _____ Date __/__/__

Print name: _____

Board member

Signature: _____ Date __/__/__

Print name: _____

Volunteer Sign-in and Waiver



WAIVER: I know that working at a running race is potentially a hazardous activity. I agree to report accidents or indiscretions to the volunteer coordinator or race director. I assume all risks associated with working at event including, but not limited to, falls, contact with participants, the effects of weather, and traffic and the conditions of the road, 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, my heirs and anyone entitled to act on my behalf, waive and release forever the Six Rivers Running Club, the County of Humboldt, the City, the Parks, and all volunteers, sponsors, their employees, representatives and successors from all claims and liabilities arising out of my participation in this event. It is also understood that due to insurance exclusion, skates, skateboards, radio headsets and portable sound systems are not allowed on the course during the race.

Print Name	Signature	Organization (if any)
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