



2019 CMRA RACE DIRECTOR GUIDELINES

Thank you for agreeing to direct a race for the Colorado Masters Running/Racewalking Association. Please review your contact information (to make sure it's correct) and consult the guidelines at least three months out from your event. Please let Melissa Wood (303-547-8357; mwood1@zagmail.gonzaga.edu) know if you need a hand with any of the items identified below (the earlier the better). We cannot run our monthly races without our race directors; the entire club appreciates your service!

Race Director Contact Information

January 5 (Ribbons)	Lake Arbor 5K Arvada	Ed Youngberg Ken Simons	303-550-8014; ed.youngberg@gmail.com 303-421-5835; kssimons5@q.com
February 23 (Ribbons)	Forty Furlongs 5M Westminster	Melissa Wood John Brackney Sam Trevino (Road Runner contact)	303-547-8357; mwood1@zagmail.gonzaga.edu 303-587-5284; johnbrackney@msn.com strevino@roadrunnersports.com
March 23 (Medals)	Spring Spree 10K Littleton	John Perez Becky Black	303-912-6401; coachjohnperez@gmail.com 801-856-8688; Becky@thefastlab.com
April 20 (Ribbons)	Clear Creek 5K Golden	Annette DuPuis Melissa Wood	720-308-4077; annettedupuis@hotmail.com 303-547-8357; mwood1@zagmail.gonzaga.edu
May 4 (Ribbons)	XC Challenge 6K Lowry	Ruth Clymor Becky Black	303-921-0434; rclymor@gmail.com 816-308-6008; Becky@thefastlab.com
June 8 (Ribbons)	Elk Meadow 5M Evergreen	Mark Hasseman Suzanne Buntrock	303-885-3996; markwh@iccc.org 303-808-8426; sz.runner@gmail.com
July 13 (Medals)	White Ranch 10K Golden	Kevin Snyder Jenn Bieber	720-648-5002; blacksho89@yahoo.com 720-495-7780; jennamilehigh@gmail.com
August 2 (Ribbons)	RMRR-CMRA race Centennial	Scott Newman (RMRR) Lisa Atencio	303-622-4653; swnewman88@live.com 303-909-8548; lisaatencio@comcast.net
August 17	Into Space 5k Centennial	Ha Nguyen Monica Ryan (tentative)	816-308-6008; hatng@yahoo.com 303-981-0819; mryan61@gmail.com
September 14 (Medals)	The South Seven Lone Tree	Melissa Wood Annette DuPuis	303-547-8357; mwood1@zagmail.gonzaga.edu 720-308-4077; annettedupuis@hotmail.com
October 12 (Medals)	Triple Cross 8.4M Lakewood	Matthew Rutledge Wayne Pallas	303-968-5430; rutledge3141@gmail.com 720-628-2009; my.trainer.wayne@gmail.com
November 16 (Medals)	Veterans Run 6.6M Littleton	Lisa Atencio Reinaldo Rosario	303-909-8548; lisaatencio@comcast.net 786-537-5570; reyrrn@yahoo.com
December 7 (Medals)	Sand Creek 5M Stapleton	Michael Keyes Dan Shaw	720-579-8760; mikeandbetsykeyes@gmail.com TBD

Suggested Planning Timeline:

At least 3 months prior to your event:

Course layout and measurement should be finalized. GPS is a great tool, especially for trail races, as can be the USATF website's (www.usatf.org) "create route" feature on its road-running page. You may need to alter the venue or the course layout based on feedback from the permitting authority. Please remember to set up a 5K course for walkers if your course is longer than a 5K. A kids' run may be set up if desired.

Permits and insurance coverage requirements should be secured. Contact the permitting authority for your venue for event approval and to confirm date and time. Permits should be finalized at least 3 months prior. Some permitting agencies require permitting much earlier, e.g., currently, all Jefferson County permits must be submitted together early in January. If your race is permitted through Jefferson County, Ed Youngberg has done the permitting. Please contact Ed for a copy of your permit (Ed: 303-550-8014; ed.youngberg@gmail.com). Also contact Ed Youngberg if there are insurance requirements associated with your permit.

If you need to obtain a CMRA check for permit fees or deposits, fill out the reimbursement request form (see the final page of this document), and mail with the invoice or other documentation to Todd Shaklee, 16608 W. 73rd Dr., Arvada, CO 80007. Requests also may be emailed to Todd at ctshaklee@msn.com. Contact Tim Steffans at colorado@rrca.org if you'd to qualify your race as an RRCA state championship race.

Parking and restrooms should be available at or near the race site. Confirm with the permitting authority that these will be unlocked and available suitably early on the day of the event. Obtain emergency contact numbers for the venue in case the bathrooms are locked on the morning of the race. If restrooms are not available at the staging area, or cannot be arranged through the permitting authority which is providing the permit, please arrange for portable toilets with a port-o-let service. The general rule of thumb is that you can use one toilet if your race is expected to have fewer than 100 participants, and you should get two if you believe there will be more than 100 participants. Some services that have been used in the past are:

- *Liberty Waste Management* – (303) 242-4431 (office), (303) 815-7224 (cell) <http://libertyportables.com> (\$115 - most frequently used of late);
- *United Site Services* – Brett, contact person (303) 917-3994 or (303) 298-7300; CMRA's customer ID# DEN-17224 (\$145);
- *Empire* – (303) 901-5511 (\$125 for single units; \$110 each for two or more);
- *S & B* – (303) 341-6800 (\$145 each, includes seat cover and hand sanitizer)

Fliers and posters should be created if desired. Double-sided templates in 8-1/2" X 11" tri-fold (C-fold) and 8-1/2" X 3-2/3" fliers are posted on the CMRA website, or you may prepare a flier of your own design. For printing, many race directors use a local print shop to print fliers for distribution to local running stores (noted below) and whatever other selected locations you may choose.

At least 2 months prior to your event:

Awards confirmation. Please contact Tom Chambers (303-797-8854; tschambers582@msn.com). Awards are presented to the top three overall male and female racewalkers (5K distance) and the top five male and female runners in the following age groups: high school (14-18); open (19-34); 35-39; 40-44; 45-49; 50-54; 55-59; 60-64; 65-69; 70-74; 75-79; 80+. In medal races (races that measure 6 or more miles in distance), the top three finishers in each age group receive a medal; 4th and 5th places receive ribbons.

The month leading up to your event:

Secure raffle prizes. Contact the Arvada Great Harvest Bread (7745 Wadsworth Blvd, Arvada; 303-420-0500) to arrange to pick up bread the day before the race; call again the week of the race to remind and confirm. Feel free to solicit other local businesses that may be willing to support your race. However, before contacting the running store in your race area (see list below), if there is a club member's name associated with that store, please contact him or her first (so we don't make duplicate requests). Additionally, each race director may spend \$50 on door prizes (hint: It's a good idea to spend the \$50 at the local running store where you're asking for donations). All of these running shoe stores will accept fliers, and most will accept posters.

Find volunteers to fill all of the necessary roles at your race. It is paramount that you contact each of the following individuals regarding their specialty. If they are able to help, that's great. If not, you will need to arrange to have someone fulfill their role at the race. (See the "Race Volunteer Checklist" below for an outline of the additional roles that should be filled.)

- *Race Equipment and Timing System* – Joe Baird (303-961-4887; joebaird303@gmail.com) serves as the manager of the club's race equipment. Contact him to find out if he will be able to bring the equipment to your race and work the finish line, or if you will need to make other arrangements. If you cannot reach Joe, please contact Rob Fisher (303-330-1302; fomorob5@gmail.com), who can help get a message to Joe (he may also be able to lend a hand if Joe Baird is unavailable). Best practice is to attend the race prior to your to obtain any equipment that you will need and to touch base with Joe and/or Rob.

The club owns the following race equipment:

- 32 orange rubber cones – these are useful for races on roads or bike paths, but are heavy to transport
- 21 wooden stakes – these may be used with plastic arrows and markers to stick into cones if ground is frozen
- 70+ corrugated plastic mile markers and arrows, 35+ wire sign supports
- 150+ orange, blue, and red course marking flags – these are very light and easily carried by hand
- 12 finish chute posts (with bases, very bulky) and their storage box and rope to string between the chutes
- 4 folding tables (3'x9')
- 4 water jugs (5 gallon each), 1 water jug (8 gallon)
- 10 sheets of corrugated plastic scoring boards
- 1 large canopy (for bad weather when no shelter is available)

Confirm our current stock of course markers with Joe before purchasing new items; if you need markings that are not included in our supplies (this often happens with flour or similar course marking tools for trail races), please purchase them and submit a reimbursement form with proof of purchase to Todd (contact information above).

Additionally, Joe is our best resource to run the timing equipment. Ensure that he has the timing boards for use at your race (sometimes you will need to obtain these from the previous race director). Other experienced finish line helpers includes Rob Fisher, Ken Simons (303-421-5835), Joe Sanchez (303-986-3737), Ken Randall (303-422-3745) and Rich Romero (303-751-4284).

- *Registration and the Cash Box* – Call Registration Coordinator Patty Jones (720-202-0934; at pj9157@aol.com) to confirm that she is able to help out and bring the registration materials to the race, and club Treasurer Todd Shaklee (303-594-6862; ctshaklee@msn.com) for the cash box. Please also contact Scott McFarlane (303-904-4542; sim@scottnterry.net) to confirm that the race tags will be prepared and ready for registration.
- *Volunteers* – If you feel comfortable, post in the CMRA Facebook group to find volunteers from within our club. If you would prefer that a Board member make this request, contact Melissa Wood (303-547-8357; mwood1@zagmail.gonzaga.edu) for assistance. Please let Melissa know a week in advance if you are in need of volunteers so that a call for volunteers can be included in the club President's email reminder that will be sent to all members – this email will already include the necessary information about your race and any unique details related to driving directions, parking, etc., but requests for volunteers will only be included if you are in need.

The week of your event:

Confirm all necessary aspects of the venue. Make contact with the permit authority to confirm the race date, time, location, and parking availability as well as to obtain necessary emergency contact information. If your race venue has a restroom, we suggest that check to make sure it is in good shape; if it is not, let the permitting authority aware of the state of this restroom. If you use an external service provider for the port-o-lets, please confirm arrangements. If the permitting authority/restroom provider is not providing extra supplies, it's best to have an extra 3 or 4 rolls of toilet paper in your supply box.

Confirm bread with Great Harvest Bread Co. of Arvada: Call the morning of bread pickup to confirm when you or a designated bread retriever will pick up the bread (GHB of Arvada would like us to come as late as possible, and the store closes at 6 p.m. Fridays). If you need assistance picking up bread and delivering it to the race, please let Melissa know and she will help organize the pick-up and delivery.

Purchase drinks and/or snacks for after the race. In addition to filling and bringing at least two (and preferably three during the hot summer months) water jugs, please purchase post-race snacks at your discretion. The race director from the prior month's race may have soft drinks left over. For additional supplies, Costco and other discount centers are recommended. Please buy plenty of snacks for everyone; soft drinks are not required. Please save your receipts and submit them along with any other expenses in your reimbursement request; this can be submitted to Todd Shaklee (information above).

Fill any last-minute volunteer slots. If one of your volunteers is unable to make it to the race, or if you haven't yet filled a slot, please post to the Facebook group and contact Melissa Wood for assistance getting the spot filled so that you are properly supported on race day.

The day of your event:

Place all course markings. For trail courses, obtain flags, purchase flour, ribbons or sidewalk chalk according to preference (make sure you confirm that your medium of choice is appropriate for use with the permitting authority prior to purchasing supplies) and mark the course prior to the race. We suggest that you set out course markings and mile markers the afternoon/evening prior to your race to avoid being rushed or over-stressed on race morning. When this is done, we suggest that you, or one of your volunteers, walk/ride/run the course prior to start time to ensure that all markings are still properly placed.

Check the main staging area to ensure it is ready for arrival of runners. Arrive one to two hours early the morning of the race to ensure that the reserved facilities are in place and appropriately cleaned (toilets, pavilions, trash, etc.). If something isn't properly set up (dirty, trash not emptied, etc.), use the emergency contact information you obtained to get this rectified prior to the start of the race.

Set up the registration and post-race areas. Have at least one, preferably two, large folding tables for registration. Also, set up a table for water for before and after the race.

Work with Joe (or other confirmed finish line volunteer) to coordinate setup of the finish line. Approximately 30 minutes prior to the start, ensure the timing clock(s), finish clock(s), and chutes are in position.

Help get course marshals and water station volunteers to their positions. Instruct and position volunteers on the course at least 15 minutes prior to the start. When the race begins, it's helpful to have a sweeper (with a cell phone) who can trail the last runner to notify your marshals and water stop volunteers when the last competitor has come through and the volunteers may start picking up their water stop. The sweeper also can begin picking up the course, or signal others to begin picking up the course. If possible, get your volunteers' cell phone numbers in case you'll need to contact them.

Get ready to start the race. About 5 minutes prior to the start time, gather runners at the starting line, make announcements and describe the course. Start the runners on time. There is a megaphone available for announcements.

After the race:

Ensure all course markings have been cleared. Pick up course markings as soon as possible after the last runner finishes. You have a responsibility to collect all course marking materials and coordinate delivering them to the race director for the following month. Having a sweeper follow the last runner(s) on the course will help streamline this process so that you may coordinate awards, prizes and other finish area activities. If you do not have a sweeper, your aid station volunteers, course marshals, and Assistant Race Director will be of great help getting this task accomplished. If your race is one of the longer distances (greater than 5 miles), consider having multiple sweepers as the materials get heavy pretty quickly!

Awards ceremony and raffle. Compile results, present awards, and raffle off prizes in a timely manner. Please send results to Scott McFarlane (303-904-4542; sim@scottnterry.net) for the website.

Thoroughly clean up the staging area. We want to leave each area we use cleaner than how we found it. Be sure to pick up trash thoroughly after the event, replacing picnic tables/trash cans that were moved, locking gates/doors as needed, etc. This goes for both the staging area and the course (your sweeper/other volunteers can help with cleanliness of the course).

Email Melissa and the next RD. Please make a listing of all CMRA supplies that you had in your possession, and identify who took each of those items after your race. The easiest way to get these items handed off is to give them directly to the next RD (if they're able to attend your race) or to Melissa or Lisa, but as long as you clearly communicate where everything ended up, we should be good to go for the next race.

Write a brief race report. Write your article about the race and send with the race results to Scott McFarlane.

Thank your volunteers and sponsors/donors. Be sure to thank all of your volunteers in person and/or by email, via social media, and definitely in your race summary article. Also thank any race sponsors/donors either by email, social media (posting a photo of their donations with happy runners and racewalkers makes a good thank you) or by sending a hand-written thank you.

Cancellations:

If your race must be cancelled due to extreme weather (occasionally the permitting authority will close trails/parks and cancel your event), please call or text Lisa Atencio (303-909-8548) and Melissa Wood (303-547-8357) ASAP so they can communicate with club members via email and Facebook prior to the planned start time of the race.



Race Volunteer Checklist

Race Date: _____

Race Name: _____

Obtain commitments for each role at least one month prior to your race. Be proactive and confirm each commitment during the week prior to your race so you have an opportunity to arrange a replacement if anyone has to back out. These jobs and the numbers in each will vary by race. Some courses will need more, some less.

Enter date of commitment and check when confirmed.

Course Marking - mile markers, cones, other course markings, race-in-progress signs:

- | | |
|---|---------------------------|
| <input type="checkbox"/> Course Marker (required) _____ | Contact information _____ |
| <input type="checkbox"/> Assistant Course Manager (if needed) _____ | Contact information _____ |

Registration - at least 3 are required:

- | | |
|---|---------------------------|
| <input type="checkbox"/> Registration Coordinator _____ | Contact information _____ |
| <input type="checkbox"/> Registration Assistant _____ | Contact information _____ |
| <input type="checkbox"/> Registration Assistant _____ | Contact information _____ |
| <input type="checkbox"/> Registration Assistant _____ | Contact information _____ |
| <input type="checkbox"/> Registration Assistant _____ | Contact information _____ |

Water station(s) - one volunteer per station if possible:

- | | |
|---|---------------------------|
| <input type="checkbox"/> Water station 1 Leader _____ | Contact information _____ |
| <input type="checkbox"/> Water station 1 Assistant _____ | Contact information _____ |
| <input type="checkbox"/> Water station 2 Leader (if necessary) _____ | Contact information _____ |
| <input type="checkbox"/> Water station 2 Assistant (if necessary) _____ | Contact information _____ |

Finish Line - at least 5 volunteers are required:

- | | |
|--|---------------------------|
| <input type="checkbox"/> Coordinator/Set Up/Clock Operator _____ | Contact information _____ |
| <input type="checkbox"/> Tag Collector _____ | Contact information _____ |
| <input type="checkbox"/> Tag Placer/Time Recorder _____ | Contact information _____ |
| <input type="checkbox"/> Score Keeper _____ | Contact information _____ |
| <input type="checkbox"/> Scoring Assistant _____ | Contact information _____ |

Post-race - at least one different volunteer for each of the following; 2 of each are recommended:

- | | |
|--|---------------------------|
| <input type="checkbox"/> Finish Line Breakdown _____ | Contact information _____ |
| <input type="checkbox"/> Finish Line Breakdown Assistant _____ | Contact information _____ |
|
 | |
| <input type="checkbox"/> Course Sweep _____ | Contact information _____ |
| <input type="checkbox"/> Course Sweep Assistant _____ | Contact information _____ |
|
 | |
| <input type="checkbox"/> Water Station Pickup/Cleanup _____ | Contact information _____ |
| <input type="checkbox"/> Water Station Pickup/Cleanup _____ | Contact information _____ |
|
 | |
| <input type="checkbox"/> Staging Area Pickup/Cleanup _____ | Contact information _____ |
| <input type="checkbox"/> Staging Area Pickup/Cleanup _____ | Contact information _____ |



Local Running Stores

This is a listing of the running stores in the Denver metro area. The Runners Roost in your race area will likely donate to your race if asked, as will many others on this list.

- Road Runner Sports: 10436 Town Center Dr., #B-102, Westminster; (303) 465-6022
- Road Runner Sports: 8457 S. Yosemite St., Lone Tree; (303) 802-4434
- Runners Roost-Lakewood: 7978 W. Alameda, #A; (303) 991-1851
- Runners Roost-Denver: 1685 S. Colorado Blvd #J; (303) 759-8455
- Runners Roost-Aurora: 6554 S. Parker Road, #107; (303) 766-3411
- Runners Roost-Lone Tree: 9994 Commons St., Suite 230; (720) 536-5879
- Runners Roost-Louisville: 459 S. McCaslin Blvd.; (303) 926-7653
- Runners Roost-Boulder: 629 S Broadway Suit E; (303) 554-7837
- Boulder Running Company (JackRabbit): 2775 Pearl St., Boulder; (303) 786-9255
- Boulder Running Company (JackRabbit): 8116 W. Bowles Ave., Littleton; (303) 932-6000
- Boulder Running Company (JackRabbit): 8545 E. Arapahoe Road, Greenwood Village; (303) 770-5131
- New Balance: 7301 S. Santa Fe Dr., Littleton; (303) 795-3135
- New Balance: 156 Steele St., Denver; (720) 390-7999
- Fleet Feet Sports, Boulder: 2624 Broadway; (303) 939-8000
- Runners High: 103 N. Ruby Dr., Golden; (720) 583-2911

Colorado Master's Running / Racewalking Association

Request for Payment or Reimbursement

Person requesting payment _____ Date _____

Check Payable to:

NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

Budget Item:

Awards	\$	_____
Board Expense	\$	_____
Brochure	\$	_____
Event Expense (receipts)	\$	_____
Gifts	\$	_____
Insurance / Sanction	\$	_____
Meeting / Banquet	\$	_____
Merchandise Purchase	\$	_____
Newsletter printing	\$	_____
Office / Registration supplies	\$	_____
Porta Pots	\$	_____
Postage (USPS Receipt)	\$	_____
Race Equipment	\$	_____
Venue Permits	\$	_____
Other / misc (list / receipts)	\$	_____

APPROVALS: (must be submitted to President or Vice President before submitting to Treasurer for payment) Attach all receipts

ALL PAYMENTS FOR OVER \$250.00 MUST HAVE TWO APPROVALS

CMRA PRESIDENT	_____	DATE	_____
CMRA VICE PRESIDENT	_____	DATE	_____
CMRA BOARD MEMBER	_____	DATE	_____

(payment will be made within 15 days of submission)

REVISED 11/01/2009