Race Directors' Guide

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Overview

This document is a guide for Race Directors of all levels in all phases of hosting a road race. For the new Race Director, it outlines the tasks that need to be accomplished and gives some approximate timelines and guidance for accomplishing those tasks. For the seasoned Race Director, it is a resource for important race information and guide to ensure that all tasks are being accomplished. Not all aspects of this manual will be implemented by every Race Director due to logistics, the size of the race, etc.

Although efforts are made to keep this guide up-to-date, some of the information may become out of date. For current information or to ask questions, please contact the Run Nova Scotia Board at info@runnovascotia.ca.

Pre-race Considerations

Decide on a distance, date, and time

Before hosting an organized running event, decide why the event is being held. There are a number of reasons for hosting an event: fundraiser; to draw people into an area for a celebration or community event; or to offer the running community an event that is currently empty in the running calendar. It is a lot of work to host a quality event, and you will need time, help, and support.

Distance

Identify your target audience, and choose the distance that will best suit the participants' needs. The standard road race distances range from 5 kilometers (km) to the marathon (42.2 km). The shorter events will attract more casual community participants, and the longer events target the more seasoned participants. Common road racing event distances are the mile, 5K (3 mile), 8K (5 mile), 10K (6 mile), 8 mile, 15K, 10 mile, 20K, 21.1K (13.1 miles) (half marathon), 25K, and 42.2K (26.2 miles) (marathon).

Date

Some events will be held on a particular date because they are attached to a local community festival, annual holiday, or when facilities are available to host the event. Others can be much more flexible. The date selection for an event is greatly influenced by a number of factors, including:

- Other events in the region/province taking place on or around the same weekend

- Distance, since this will often determine the number and caliber of participants attending

- Time of year, as it is unreasonable to hold a long race in the heat of the summer, and winter weather is unpredictable

Minimum Age

Run Canada issued the following recommendations for the minimum age for common road race distances:

Age	<10	10	11	12	13	14	15	**16**	17	**18**
Distance	3K	5K	5K	8K	8K	10K	10K	**21.1K**	21.1K	**42.2K**

In 2012, Run Nova Scotia adopted the minimum age limits for the half marathon and marathon distances. The organization strongly recommends that Run Nova Scotia Road Race Series follow *all* of the recommendations set out by Run Canada.

Start Time

Summer events are best held either in the early morning (starting before 9:00 am) or in the evening (after 6:00 pm). Daylight and visibility, amount of highway traffic, availability of volunteers and facilities, and course set-up and tear-down time are a few other things that need to be taken into consideration when selecting a start time.

Consideration for Run Nova Scotia Road Race Series

For heat:

Extreme Warm Temperatures

Temperature With Humidex	Public Message/EAS	Action
>45° C	**Activity Cancellation/ Black/Extreme**	Cancel. Dangerous; Heat stroke possible
35° C to 45° C	**Active Participant Communication/Red/High**	Great discomfort and exertion should be avoided. Recommend cancellation or voluntary withdrawal. Increase number of water stations on running route to MINIMUM every 2.5km
26° C to 34° C	**Active Participant Communication/ Yellow/Moderate**	Recommend participants at increased risk for heat collapse slow pace. Warn entrants of increased risk of heat collapse. Increase number of water stations on running route to MINIMUM every 2.5km.
<25° C	**Participant Reminders/ Green/Low**	Proceed as usual. Establish number of water stations on running route to MINIMUM every 3km.

And for cold:

Extreme Cold Temperatures

Air Temperature	Public Message/EAS	Action
< -28° C	**Activity Cancellation/ Black/Extreme**	Cancel. Dangerous; hypothermia possible.
-23° C to -28° C	**Active Participant Communication/Red/High**	Recommend cancellation or voluntary withdrawal. If proceeding course distance should be no greater than 10km, and following all steps listed

		below.
		Multiple communications with advice on dressing for extreme cold weather activities. All marshals carry foil space blankets
		Additional vehicle on course to offer shelter to runners who need to stop.
		Increase first aid presence and warm drinks at finish of event – all participants receive foil space blanket.
-18° C to -22°C	**Active Participant Communication/Yellow/Moderate**	Multiple communications with advice on dressing for extreme cold weather activities.
		All marshals carry foil space blankets
		Additional vehicle on course to offer shelter to runners who need to stop.
		Warm drinks at finish of event to warm up participant
> -18° C	**Participant Reminders/ Green/Low**	Proceed as usual

These restrictions are in place so the participants and Race Directors understand the risk in running in extreme heat or cold.

Budget

Some of the most important aspects of hosting an event are controlling your costs and predicting your revenue. Everything costs money. Some things that you are going to spend it on are (not necessarily an exhaustive list):

- Facilities rental
- Race souvenirs and memorabilia (T-shirts, hats, gloves, finish medal, etc.)
- Timing/Chip Timing
- Race numbers / bibs
- Safety pins (4 per participant)
- Policing and traffic control
- Sanctioning fees Event insurance Equipment rental Food
- Water stop cups, large water containers, and garbage bags

- Awards
- Donations to assisting groups and organizations
- Postage, stationary, labels, finish results board, etc.
- Printing costs for posters, registration forms, and finisher certificates Vehicle rentals (large trucks)
- Donation to charity, group, or organization if this is a fund raising event

It is best to always over-buy the things you are giving to the participants. It is impossible to know the exact number of participants who will participate in your event and rather than disappoint participants and give up revenue, the less expensive items can be over-purchased and used in future years.

Once you know your expense estimates and your sources of external revenue, you can set the participation fee. It is best to overestimate the expenses and to underestimate the amount that will be received from the participants. Set your registration fees accordingly.

Revenue

Revenue is available from sponsors and participants. You should be creative when looking for revenue sources from sponsors, as you are not the only event that is looking for money for support. Some forms of sponsorship are available as goods and services that the sponsor can provide. This type of support can't be overlooked as it is often cheaper for the sponsor to provide the goods or service; however, it should be something that you require. Some sources for revenue are:

- Registration fee for participants

- Event sponsors, and goods received in kind

- Associated trade exhibition

- Community event committee

Race Route Selection and Measurement

There are a number of criteria to be considered in selecting a race route; the safety of the participants, volunteers, traffic, and other users of the route should be paramount among them. Consider the following when establishing a route:

- If possible, run circular routes counter-clockwise and have the participants facing traffic, making left turns and thus not crossing traffic

- Closing down an entire lane or even an entire roadway for part of the race is often desirable. To close a roadway, you need permission from the roadway's governing body, such as the provincial highways department or local municipalities. Closing down an entire roadway can be a long and tedious job. It is best to get your local police department involved with this.

- Give careful consideration to the number of intersections or potential problem spots such as shopping areas, places of worship, railroad crossings, draw bridges, fire halls, traffic lights, etc. These will need to be marshalled by experienced adults and/or police, or scheduled to

avoid conflict.

- Check with local authorities for any scheduled road construction for the selected route, to what extent it will disrupt the route, and when it will start and be complete.

- Give consideration to where water stops will be located on the route (see water stop guidelines below). If water stops can be located next to a water source, it will reduce or eliminate the need for physically transporting water to the site.

- For safety, avoid having participants step up or down off curbs, or to run on uneven surfaces.

- The finish line should be located off the road and away from traffic. Preferred locations include parking lots, side lanes, running tracks, or a sidewalk. Try to avoid a sharp turn within 15 meters of the finish line.

- Approval or a permit from your local municipal governing body and/or police department is required to host a run on most town roads, and is required by the N.S. Department of Transportation for use of all provincial roads. The approval process can be extremely slow so start well in advance. A form is available on the N.S. Department of Transportation website.

- Select a start area that is away from traffic. Use a side street, parking lot, track, etc. The start should have a minimum of 100 meters prior to the first turn.

Once the race route is selected, it needs to be measured. Consider the following guidelines when measuring your route:

- Only the finish line or the start line of a race route can be at a predetermined point. To find a loop that is exactly the correct distance down to the last meter is practically impossible, unless there is an out-and-back portion to the course.

- The course must be re-measured if it is altered in any way. Alterations can include improved road surface, upgrades to a bridge, straightening of a corner, realignment of an intersection, etc.

- The course should be measured with a calibrated wheel or other calibrated measuring device in order to get an accurate reading. Car odometers and GPS devices are not accurate enough to measure a course, though they can be used to lay the course out and act as an approximate measure. Bicycle odometers are acceptable provided that they are calibrated against an accurate predetermined distance. When calibrating a bicycle odometer, use the same rider that will ride the bicycle on the course and calibrate the odometer both before and after measuring the course. Run Nova Scotia has trained and certified course measurers available to accurately measure your course for a reasonable fee. Contact Run Nova Scotia to make arrangements (email info@runnovascotia.ca for contact information).

- Take a camera along to record the different locations of the exact mile and kilometer marks, as marks on the side of the road will fade away.

- During the race itself, it is recommended that each mile or kilometer be marked for races up to 10 miles long. For races over 10 miles, every 5th mile or 5th kilometer should be marked. Use mile markers for mile races (e.g., a 6 mile race), and kilometer markers for kilometer races

(e.g., a 10K race).

- If a race will host a Provincial or Canadian Championship, it must be certified by Athletics Canada standards.

If a race will host a Boston Marathon qualifying event, it must be certified to Athletics Canada standards.

Race Route Measurement Requirements for Run Nova Scotia Road Race Series

The race route must be accurately measured or certified by a Run Nova Scotia qualified official, or by a party recognized by either Run Nova Scotia or Athletics Canada as qualified to measure or certify race routes.

You should make arrangements to have your course measured or certified by Run Nova Scotia a minimum of 12 weeks prior to your event. The cost for measuring the course should be determined with the course measurer prior to the measuring. Please note that the people who are certified to measure courses are volunteers and will fit measuring your race route into their schedule the best they can.

Accurate vs. Certified Race Course

Run Nova Scotia requires all events within the Run Nova Scotia Road Race Series to be accurately measured with a Jones Counter by a certified course measurer. Normally, an accurately measured course is all that is required. Races being used for national qualifying times, a qualifier for the Boston Marathon or other limited entry race, or provincial/national records/events will require the race course to be certified by Athletics Canada. To accomplish this, the certified course measurer needs to measure the route at least twice and submit the measurement results to Athletics Canada along with a detailed map and the registration fee. Having a race course certified is a more time consuming and costly process than having it accurately measured. Although not a requirement, race course certification is encouraged by Run Nova Scotia.

Department of Transportation or Municipal Permission

To host an event that uses public roads and highways within the Province of Nova Scotia outside any municipality, permission is required from the Department of Transportation and Infrastructure Renewal. For events that use roads within a municipality, permission is usually obtained from the local Town Hall or Civic Centre. Events that use both provincial and municipal roads require permission from both the province and the municipality. For information about Nova Scotia's regulations for On-Highway Events Permits see: www.gov.ns.ca/snsmr/paal/trans/paal298.asp

If an event is planned inside a town or the urban core of a regional municipality, you can get the permit you need directly from the Traffic Authority. See the lists of towns, counties, districts, and regional municipalities located at: www.unsm.ca

An application form can be obtained from any Nova Scotia Department of Transportation and Infrastructure Renewal office. See their web site for contact information and available forms. They have an electronic copy of the form, but it is not available on their web site. Event permission can be issued in two days, but allow two weeks for processing. When the form has been completed, mail or fax it to the District Traffic Authority in the county in which the event will happen. If all requirements are met and the application is approved, the permit will be sent to the applicant by mail. If the

application is refused, the applicant will be notified by telephone or letter to explain the reasons for the refusal. This permit is valid for the period of time shown on the permit, normally the day of the event only. There is no cost associated with the application.

Each on-highway event permit contains stipulated conditions that govern the conduct of the event. Conditions differ from event to event. An individual or group sponsoring an on-highway event should familiarize themselves with the stipulated conditions in the interests of safety for all participants.

Publicity and Posters

To publicize your event, it is best to know your target audience. There are a number of free services available, for example: web pages, social media, bulk e-mailing, running and fitness stores, fitness centers, newspapers, national and international running magazines, local sports publications, and annual calendars of events, local radio stations, and more. As a minimum, all event publicity should have the event name, distance(s), date and start time of the event, contact information for the organizer, the web page address and/or a contact e-mail address. Most sports-oriented establishments will allow the display of posters advertising an event. There is a cost associated with creating and delivering the poster, which should be closely controlled.

For the Run Nova Scotia Road Race Series, all publicity (posters, brochures, web sites) must include the Run Nova Scotia sponsors. Sponsor logos are available on the Run Nova Scotia web site (www.runnovascotia.ca) on the Sponsors page. The sponsor logos are updated in approximately March for the current year's road race season.

Registration Forms

Any online or paper registration forms should contain all of the information required by the race organizers to host the event. This should include as a minimum:
- Date and start time of the race
- Location of the race, including town and actual start/reception location
- Registration fee, payment methods, mailing address, web site address
- Facilities available (change rooms, showers, etc.)

- Portion to be returned to the race director that includes a minimum of: first and last name, address, age on race day, gender, waiver of liability, signature space, and date

- Waiver of Liability

Requirements for Run Nova Scotia Road Race Series Registration Forms

The online or paper registration forms for Run Nova Scotia Road Race Series events must include:

- The full Run Nova Scotia Road Race Series event title

- All of the Run Nova Scotia Series sponsors (available at http://www.runnovascotia.ca/sponsors)

- Space for a member's Run Nova Scotia number

Registration information should be forwarded to Run Nova Scotia for inclusion in any announcements. Contact the Run Nova Scotia Communications Coordinator for final submission dates so that you may

be included in appropriate Run Nova Scotia publications. Email: info@runnovascotia.ca

Waiver of Liability

The waiver of liability is extremely important to help protect the race organizers from legal suits. It does not eliminate the risk of liability, but it may help mitigate any legal action. **All waivers should be reviewed by legal counsel** prior to being used. **If a road race participant refuses to sign a waiver, the event organizers should refuse to allow the person to participate in the event**.

Waiver of Liability Considerations for Run Nova Scotia Road Race Series

The standard Run Nova Scotia waiver must be used on all online and paper registration forms for all Run Nova Scotia Road Race Series events, and must be of a font size that it is easily readable. To avoid any monetary and legal issues surrounding the completion of the liability waiver, it is recommended that the Run Nova Scotia waiver is included on the first page of any online registration forms for all Run Nova Scotia Road Race Series. However, if the waiver is not provided to participants at the time of online registration, participants should be made aware that they will need to sign and date a paper copy in advance of the road race. Extra personnel should be available in the registration area to allow for waiver signing (see the race day registration section). The standard waiver may be added to, but its intent may not be reduced or altered. The standard waiver is available on the Resources page of the Run Nova Scotia website (http://www.runnovascotia.ca/resources/race-directors-information).

Sponsors

Sponsors are not necessary to host a successful event, but having sponsors is a great method for reducing the overall cost of the event and thus reducing the cost to the participants. Sponsors can provide goods and services at a reduced price (at their cost, or better still, free), and some will assist with providing volunteers for the actual event.

The advantages to the sponsors are: having their name associated with a health-related event; a local community, regional, or provincial event; having their company's name displayed to the participants; and ultimately to provide their business with more visibility to a health-related target audience.

Sponsor Considerations for Run Nova Scotia Road Race Series

For Run Nova Scotia Road Race Series events, the Race Director must display the Run Nova Scotia sponsors names and logos on the registration forms, all posters, and on the event's website. They must also allow Run Nova Scotia to display the sponsors' logos at the start/finish line and reception areas. Further, the sponsors should be included in the announcements at the awards ceremony. The Run Nova Scotia Road Race Series sponsors are listed at www.runnovascotia.ca, along with their appropriate logos. These logos are to be used whenever possible.

Run Nova Scotia recognizes that the Run Nova Scotia Road Race Series is composed of independent events hosted by independent organizations. Run Nova Scotia also recognizes that there may be sponsor conflicts between the Run Nova Scotia Road Race Series and the individual event. Should this occur, the Run Nova Scotia sponsor is to be recognized as a Run Nova Scotia Road Race Series sponsor, and the conflicting sponsor is to be recognized as an individual event sponsor. This allows the Race Directors the freedom to solicit sponsors as best suited for their event. However, Race Directors are encouraged to approach the Run Nova Scotia sponsors for event assistance before approaching a

Run Nova Scotia sponsor's competitor. Should there be conflicts, contact Run Nova Scotia for assistance.

Bib Numbers and Safety Pins

Event numbers make it easy to identify the participants of an event, and are generally there to aid in results tabulation. Sufficient bibs are required so that you have one per participant. Bibs are available through many online companies and other local suppliers; contact Run Nova Scotia for guidance.

Race Bib Considerations for Run Nova Scotia Road Race Series

For Run Nova Scotia Road Race Series events, the race bibs are provided by Run Nova Scotia at no cost. It is not a requirement to use the Run Nova Scotia bibs, but other bibs are to be obtained at the expense of the event.

Event Timing

The method of timing the event should be determined well in advance of the event. Some of the things to consider when determining the method of timing are: the number of participants, the availability, and costs. There are various timing methods available including: using a simple stop watch (very small events), a manual race event timer which logs the finish times (up to approximately 250- 300 participants), computer hosted timers, and professional chip timing. The larger the event, the more complex and time consuming the timing and finish results compilation will be. Manual timing systems (e.g. stop watch, manual race event timer) should use a backup or redundancy system where you use more than one timer/watch recording the finish results.

If you are new to event planning or if your event is much larger than you've managed in the past, it is recommended that you consider having your event chip-timed by a professional. This allows the results to be compiled quickly, but it also requires you to be organized with the participant data prior to the start of the race. It is recommended that you determine the costs of timing your event prior to setting your registration fee.

Electronic Timing

If you are using chip timing, then most of the finish-line setup will be done by the chip timing company. They will need parking space for their vehicle and/or tent at the finish area and room to put down their timing mats. If you are having a chip start and the start and the finish line are not in the same place, you must set aside space for the start mats as well.

If you are having race day registration, you will need an indoor space with a table and electricity to accommodate the timer's needs, and space for the distribution of timing devices (bibs tags or ankle chips).

Race Day

Registration

The first thing that the participants look for on race day is the registration or race kit pick-up area. This area should include a pre-registration table (where participants who registered before race day can pick up their registration packets) and a race-day registration table (if applicable), where participants who

have not yet registered for the event can register. The *registration packet* should include the participant's race number/bib, safety pins, electronic timing chip (if applicable), race information (event rules, course map), promotional products (if applicable), and race mementos (if applicable). The registration area should be clearly marked and readily available to the participants well in advance of the start of the event. There should be at least two people at the registration table with one extra person for each 100 registered participants. The pre-registered participants' packet should be easily found by either putting the packets in alphabetical order, or by number and have an easily accessible, alphabetical listing of the participants. Race packets should be assembled prior to the race day. If your event is being professionally chip-timed, discuss with your timing company how best to approach registration, bib number assignment, race-kit pickup.
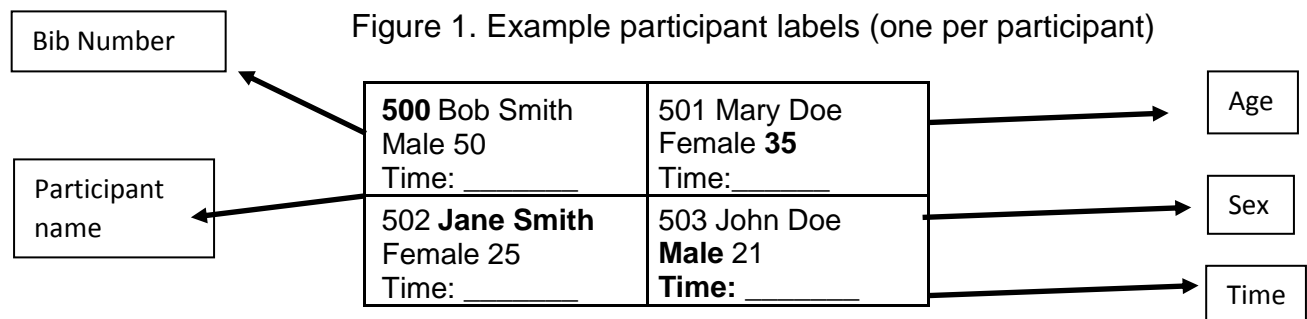
Course Set-up

Prior to the event, it is important to have all the required materials placed around the course. This includes:
- Water stop materials (water, cups, tables, and personnel)
- Direction markers and personnel for each intersection and direction change
- Distance markers (kilometer races are marked in km, and mile races are marked in miles)

Manual Timing

The manual system for timing an event is often chosen because it is easy and inexpensive, if instructions are followed correctly. This method is not recommended for events with more than 300 participants. The supplies needed for manual timing include: Two hand-held manual timers that record the amount of time it took a participant to reach the finish line, tongue depressors labelled with numbers (one for each participant) beginning at 1, blank labels or stickers (one for each participants). The instructions for the manual timing system method are described below:

1. Prior to the event day, each event participant is listed on a label/sticker. The sticker should contain the participant's bib number, their name, age or age category, sex, and distance/event, if there is more than one being offered. The stickers should be in bib number order for easy retrieval at the end of the race. Examples of the race labels are presented in Figure 1.

Figure 1. Example participant labels (one per participant)

2. When a participant crosses the finish line, a time is collected for that participant on each of the two hand held timers (primary and back-up). The hand held timer will assign a number to each time (e.g. 1, 2, 3 etc).

3. The participant is then given a tongue depressor or finish stick with a finish position written on it as they pass the finish line (e.g. 1, 2, 3 etc). It is important to keep the participants in finish order until they have collected their finish sticks.

4. The participant turns in the finish stick to the results table where the finish sticker will be retrieved and placed on a results board in the position indicated by the finish stick (see Figure 2).

5. The finish time corresponding to the finish stick number (as documented by the hand-held timers) is then logged along with the finish position on the results board.

6. To determine top finishers in each age category, for each sex, it is just a matter of going through the results and finding the stickers representing the first finishers in all the various groups and categories.

Figure 2. Example of a results board showing finish positions

1	5	9	13
2	6	10	14
3	7	11	15
4	8	12	16

Finish sticker with completion time

500 Bob Smith
Male 50
Time: _____

Electronic Timing

If you are using chip timing, then most of the on-course setup will be done by the chip timing company. They will need parking space for their vehicle at the finish area and room to put down their timing mats. If you are having a chip start and the start and the finish line are not in the same place, you must set aside space for the start mats as well.

If you are having race day registration, you will need an indoor space with a table and electricity to accommodate the timer's needs, and space for the distribution of ankle bracelet or chips that thread onto laces - unless the chip is already attached to the race bib.

Race Start

The start line should be clearly marked for event participants. This can be done with sidewalk chalk, a strip of tape, rope, paint, or some other line to mark the location. If chip timing is used, the *start chute* (the area in which the timing mats are contained) should be laid out and marshalled so

that all participants run across all timing mats or near enough to the timer pickup equipment that their chip is detected and the system has documented that they have started the race.

If your start is on a busy road or street, all traffic should be stopped prior to the start of the race. This will require coordination with the local police and traffic authorities. For larger races, a detour should be setup so that traffic will be forced to avoid the busy, congested start area.

At the start of the race, any pre-race announcements should be loud enough for all participants to hear. A microphone and speakers or a megaphone is recommended over simply speaking or shouting. The start commands should be clear and concise, and the starting signal should be loud enough for all to hear. A number of things can be used as a starting signal, including a starting pistol, a whistle, air horn, light artillery group, or another loud noisemaker. Shouting "Go" only works with a small group of participants.

The person who officially starts the race should ensure that the race timers are ready to start their clocks or timers, that all participants are properly assembled and are behind the start line, and that the start commands are clear (especially for the front participants). Explain to the timers what the race start phrases are going to be so they can be prepared for the actual start. The start is usually given as "participants ready", and then the start signal is sounded ("Go"). For road races, it is practically impossible to recover from a false start, so do it right the first time or hope the timers are experienced and alert.

Finish Area

The finish area requires set-up including a clearly marked finish line. The *finish chute* (the area in which the participants finish the event) should be clearly marked (e.g. using flags, volunteers who are visible etc) and a minimum of 20 meters in length to allow participants enough distance to slow down after they have crossed the finish line and to collect their finish sticks or have their timing chips retrieved. Stopping participants too quickly can cause them to vomit, become dizzy, or cause injury. The *finish chute* should be constructed to prevent spectators from entering the chute, which causes congestion. The *finish chute* should be kept clear at **all times** for participant safety.

In the chute, it will be important to process each participant as they finish without having a back log in the chute. Processing can include giving out finish position sticks, medals, blankets, water, and recovering timing chips. Make sure you have enough room and people to process the participants at the expected arrival rate.

For events that have a set cut-off time or deadline for completion (e.g. maximum of 6 hours to complete a marathon distance), this cut-off time should be clearly advertised to set participant expectations and discourage registration by those unable to meet the time standard.

Timing Considerations for Run Nova Scotia Road Race Series

For Run Nova Scotia Road Race Series events, Run Nova Scotia will provide two hand-held timers and two volunteers to run them. **All other finish line personnel are to be provided by the local event.** The number of volunteers required will vary depending on the size of the event. As a minimum, there should be a person to hand out finish position sticks (provided by Run Nova Scotia), and two people to ensure that participants do not get out of position between the finish line and the person handing out the finisher sticks.

Run Nova Scotia has also established finish times based on the event's distance. Run Nova Scotia will stop providing timing services after the following time limits for the distance specified:

- 5K – 1 hour (12 minutes per km)

- 10K – 1 hour 30 minutes (9 minutes per km)

- 8 Mi – 1 hour 45 minutes (8 minutes per km)

- 10 Mi – 2 hours (8 minutes per km)

- 21.1 K – 3 hours (9 minutes per km)

- 42.2 K – 6 hours (9 minutes per km)

If your event is not one of these distances, then the distance which is next greater than your race will prevail, i.e., a 5 mile race will use the 10K time limit. If a race will have walkers, the Race Director should make alternative plans to time these participants.

Facilities

Consideration should be given to the facilities that will be used for hosting the event. Facilities are required for both pre-race events and post-race events including:

- Pre-race:
    - registration area
    - change area
    - clothing and bag storage area
    - washroom facilities
    - drinking water

- Post-race
    - results area
    - reception area
    - shower and change area
    - awards ceremony area
    - drinking water availability
    - food/refreshment serving and consumption area

Race directors should also consider whether the venue is appropriate for most weather conditions. For example, if you are planning a completely outdoor event, tents and canopies should be available in case of inclement weather (e.g. rain, snow, extreme heat, extreme cold etc).

Volunteers

Volunteers will likely be needed to provide many services for your event (e.g. organizing participant lists for timing, same-day registration, water stops, directing participants to food and water once finished, handing out medals (if applicable) etc). The number of volunteers recommended is dependent

on the size of the race and the services offered. It is important to recruit enough reliable volunteers to fill all the functions that are needed, and to use their services and skills appropriately. You can find volunteers in many places: within the organizing committee or club, service organizations, friends, sponsor company employees, school groups, etc. Enough volunteers can be difficult to obtain, so treat them nicely, with respect and dignity. **Volunteers are the bread and butter of a road race!!** Volunteers may need to be trained for some positions and this training should be provided a day or two before the event. If that is not possible, leave enough time to do it prior to the event. Always thank your volunteers and make them feel welcomed, valued, and appreciated. Services that could be provided by the volunteers include:

- pre-race registration
- race course set-up and tear-down (e.g. putting out km or mi markers)
- water stop set-up, water distribution during the race, cup and litter cleanup, and tear-down
- course route marshals, to direct participants around turns, confusing parts of the route
- traffic control
- finish line: handing out finishing sticks, timing. Participant support (e.g. water etc)
- organization of post-race results
- reception and awards set-up and tear-down

Policing, Traffic Control, and Marshalling

Course marshals should be transported to their positions and briefed on the correct direction of travel for event participants (i.e. "direct the participants left"). If possible, provide the marshals with high-visibility vests, and a flag that can be used to indicate direction. Police should be placed at busy intersections, and they should be informed of the direction of travel the participants will take.

All intersections and turns along the race route should be clearly marked as to which way to proceed, and there should be a marshal directing the participants in the correct direction. Ensure the marshals know the correct direction of the race route, and make sure they are paying attention to the participants and their safety. If an event is hosting more than one race distance that diverges at a specific point along the route, ensure that course marshals are aware of this difference and are prepared to communicate this to participants, clearly and repeatedly throughout the entire event. Volunteers should be made aware of any differences in bib numbers across event distances. All known hazards of the area should be pointed out to the marshals, and they should be made aware that they are responsible for the safety of the participants.

Busy intersections should be controlled by a police officer. In Nova Scotia, only a police officer or peace officer (fireman) can restrict the flow of traffic. All intersections that have a police officer should also have a course marshal. This allows the police officer to control the traffic, and leaves the marshal responsible for giving directions to the participants.

Proper and safe race marshalling is one the most important aspects of the race. Improper race marshalling, improper directional advice, and improper traffic/participant control are the greatest liabilities that a Race Director has. Ensure these functions are carried out by competent, responsible people.

If you are using a course marshal at more than one point in the race, make sure there is enough time from the time the last participant passes the first marshal point to when the first participant will pass the second marshal point. Include transit time in this estimate and use the formula in "Finish Area" to determine the amount of time required.

Lead Vehicle

There should be a *lead vehicle* at the front of the event. The *lead vehicle* is a car (or in certain cases, a cyclist) who will remain in front of the lead runner along the entire race route. The driver of the *lead vehicle* should know the event route very well, and be aware of any dangerous intersections and other danger areas. The purpose of the lead vehicle is to warn on-coming traffic of the event in progress, to show the lead participants the correct direction, and to give the on-route volunteers notice that the participants are on their way and to be ready for them. Usually, the lead vehicle is a well-marked police or emergency vehicle. In shorter races, or races that use a multiple loop or trail route, a bicycle can be used as the lead. The cyclist must be fast, have the ability to communicate directly with emergency responders (e.g., with a cell phone or walkie-talkie), and be easily identifiable as an official of the race.

Trail Vehicle

The end-of-race vehicle (or trail vehicle) is used to mark the end of the event, by following the last participant. There should be no event participants behind the trail vehicle. This vehicle is responsible for assisting injured participants and participants who have dropped out of the event, and providing general assistance to the participants. It also tells the on-course volunteers that the last participant has passed their area, and their responsibility at their assignment (except for water stop cleanup and teardown) has finished. Because this position is designed to help participants who have left the event, this vehicle is usually an ambulance, or includes people who are first aid trained. Races that use a multiple loop or trail route, can use a bicycle as the trail vehicle. The cyclist must have the ability to communicate directly with emergency responders (e.g., with a cell phone or walkie-talkie), and be easily identifiable as an official of the race.

Water Stops, Water, and Cups

Locating and setting up water stops requires planning and forethought. The operation of a water stop requires thoroughly trained volunteers. Some things to consider when setting up and operating water stops are:

1. For Run Nova Scotia Road Race Series events, water stop frequency must meet the minimum Run Nova Scotia requirements: for races held from June 21 to Labour Day, the water stops are to be located no farther apart than every 3K, otherwise, every 4K. You can never have too many water stops. Don't forget the first and last water stop – one at the start area, and one in the finish area.

2. Unless the entire roadway is closed to traffic, the water stop should be located on the same side of the road as the participants are directed to run (preferably facing traffic).

3. The water station should employ at least one table and a minimum of three volunteers (although the number of volunteers required at a water stop will depend on the number of participants; the formula listed above can be used to determine approximately how many runners will pass by the water stop in a minute) In the best situation, there is a minimum of two plywood 4′ X 8′ tables plus many volunteers available to hand out water. If something other than water is being offered (e.g. Gatorade, wet sponges, other fuel), it should be on a separate table and clearly marked. Ideally, volunteers should verbalize to participants what they are providing.

4. Some participants prefer to pick up the cup of water themselves from a table while others prefer to take it from a volunteer. Try to accommodate both.

5. The number of volunteers at each water station will vary depending on the location of the water stop.

Early in the race, there needs to be more volunteers, as the participants are still bunched up and they come fast and furious. Later in the race, they are more spread out and the volunteer has more time to pass out the water and get another cup. Use the formula under "Finish Area" to determine the peak number of participants you expect to be at a water stop in one minute. Ensure that you have enough volunteers and water poured to service this number of participants.

6. The general rule of thumb of how many cups of water to have is 1.5 times the number of participants. Thus a race with 100 participants should have a minimum of 150 cups of water per water stop. No water stop should ever run out of water. The further back in the pack the participants are, the more the participant generally needs water.

7. Water should be pre-poured into the cups. There should also be a provision to fill more cups should it become necessary.

8. There is an art to holding the cup so that it is neither knocked from the volunteer's hand nor erupts like a volcano. Fill each cup only halfway. With the participants coming from your left, the cup is held with the right hand. It is held on the rim using the thumb and one or two fingers grasping the inside rim. If the participants are coming from the right, everything is reversed. The other method of passing the water cup is to hold the cup on the palm of the hand, and let the participant take it from the volunteer. This method tends to get the volunteer a little wetter than the former method. If you would like more guidance on this technique, a representative from Run Nova Scotia can provide a demonstration.

9. Many participants will not likely use a water stop that is located on any meaningful uphill or downhill. In the event of a very hot race day, however, it is often worthwhile to put an extra water stop at the top of a hill to encourage the less well-trained participants to take a break and stop for water.

10. Be a good neighbor. After the last participant has passed, pick up all cups and any other garbage that is lying around. Some cups may be very far from the station, as participants may carry them a considerable distance.

11. If the water stop is to be located near a bridge, it should be after the bridge to prevent the empty cups from falling into the water.

12. There should be at least one adult volunteer per water station who is familiar with all aspects of running a water stop, and who has been trained as to how to hand cups to the participants.

13. Spray hoses are a nice option in a hot weather race but do not spray directly at participants–set it up as a run through. Also, ask the participants if they want to be sprayed. Spray hoses should not be across the street from a water stop. Move one up or down the street 100 meters.

Tables

When preparing for an event, tables are an essential part of the event. Ensure that you have enough. They are required for:
- Registration area
- Water stops
- Results area
- Post-race festivities

First Aid

All races should consider the need for first aid services along the course and at the finish line. The need for first aid services is often weather dependent. They should be available on both hot and cold days. Shorter races (under 10 miles/16 km) usually do not require first aid services along the route, however, on hot and cold days, they may be needed. First aid service is available from the St John's Ambulance, the Canadian Ski Patrol, the Red Cross, and the Royal Life Saving Society, to name a few.

Placement of first aid providers should be along the route and at the aid stations that require them the most. For longer races, they are mostly needed at the latter stages of the race. The first aiders can also patrol the race, which is usually done on bicycles, but can be done on motorcycles and in cars.

Participants Withdrawing from the Race

Most races should provide aide to participants who withdraw from the race. For shorter races, it is acceptable to have a trail vehicle provide this service. For longer races, this service should be available at aid stations, or the aid station should be able to call the service. This ride service should be provided by dedicated individuals. To rely on the first aid providers is to remove them from the needs of participants who may require their services. A good source for this type of person is from local service groups like the Rotary or Lions Club. Also, some car dealers may be willing to provide this service.

Course Tear-Down

After the last participant has passed a water stop, course marshal, or other course fixture, then that item can be removed from the course. There should be someone to pick up course marshals and return them to the reception area. Water stops need to be picked up, and all items returned to the reception area. *It is most important that all garbage, litter, and discarded water cups and other things are collected.* Be respectful of the permits obtained, local residences and local businesses. Failing to clean up after an event can result in cancellation or restrictions being imposed on yours and other events.

Remember to be a good citizen: pick up all garbage, even if it is not yours.

Results

Results must be posted as soon as possible where participants can find them. If your event is chip timed, the chip timing company can give you interim printouts. For manually timed events, post each board as it is completed.

Result Considerations for Run Nova Scotia Road Race Series

Results must be sent to Run Nova Scotia within 48 hours of the race ending. The Road Race Series Coordinator will let you know who the results are to be sent to when your race is accepted onto the Run Nova Scotia Road Race Series. At a minimum, they must be sent to info@runnovascotia.ca.

Awards Presentation and Reception

It is recommended that the awards presentation not start until all participants have finished the event. However, for longer distances (e.g. the marathon), this may not be feasible; attempt to include as

many participants as possible and/or have a pre-determined award presentation time that is communicated to all participants in advance of the event. Awards should be awarded to participants in the categories that were pre-determined by the race organizers. Both male and female should be recognized, and the value of their award should be similar.

If there is food and refreshments at a reception, there should be enough for each participant. If it is made available prior to the end of the event, then provisions must be made to ensure that there is some available for the late finishers. You may have to supervise the food during the race to ensure spectators do not consume it before the participants have a chance!

Don't forget the volunteers, they need to be considered and included in this aspect of the event.

Awards and Draw Prizes

Awards should be given to the top participants of the event. It is up to the Race Director to determine the nature and value of the award. The value of all the male and female awards should be similar. Typical age groups for awards and/or recognition for both males and females are:

- Open (all ages)

- Junior (19 and under)

- Masters (40 to 49)

- Senior Masters (50 to 59)

- Golden Masters (60 to 69)

- Platinum (70 to 79)

- Titanium (80+)

Usually, the open class includes all participants in the other classes, so that a 42 year old can win the masters category, and be first in the open class. Age class awards are to be awarded according to their age on race day.

Draw prizes are usually made available to the Race Director by various organizations and sponsors, and are available to be won by all participants. Draw prizes can be pre-drawn (preferred), or drawn at the post-race reception.

Award Considerations for Run Nova Scotia Road Race Series

For Run Nova Scotia Road Race Series events, category winners do not need to be given awards, but must be recognized (their name, event category, and position announced). The following categories are to be recognized for both male and female participants.

- Open (all runners are eligible for this category regardless of age)

- Junior (19 years old and under)

- Masters (40 to 49)

- Senior Masters (50 to 59)

- Golden Masters (60 to 69)

- Platinum Masters (70 to 79)

- Titanium Masters (80+)

If there are walkers participating, they should be acknowledged separately from runners. Age does not need to be taken into account.

Run Nova Scotia supplies some draw prizes for Run Nova Scotia events. *These draw prizes are meant for Run Nova Scotia members only*. A list of participants who registered as Run Nova Scotia members must be given to Run Nova Scotia prior to the award ceremony.

Post-race

Compile Results

After the event is complete the results need to be put into a publishable format. This usually means putting them in a usable form, which can be sent to various publicity outlets.

Post-Race Considerations for Run Nova Scotia Road Race Series

For Run Nova Scotia Road Race Series events, the results must be sent to the Run Nova Scotia results coordinator within one week of the completion of the event. All results are to be headlined with the Run Nova Scotia Road Race Series title and the event name and number. The Run Nova Scotia results coordinator will forward the results to the provincial newspapers (Chronicle Herald) as well as CBC radio and the Run Nova Scotia e-mail news service and web site. If you want the results posted in newspapers, the results must be sent to the results coordinator by 7:00 pm on race day for publication the next day. Newspapers are unlikely to post results more than a day after a race. The contact for Run Nova Scotia is listed at www.runnovascotia.ca. An Excel spreadsheet is preferable, but a text list or Word table is also acceptable. Run Nova Scotia has an Excel spreadsheet set up with all the required information categories. Contact the Road Race Series Coordinator for a copy (see www.runnovascotia.ca > About Run Nova Scotia > Members > Executive).

As a minimum, the results must include the finish position, name, finish time and Run Nova Scotia number (required for all Run Nova Scotia Road Race Series events). Optional information includes age or age category, and place of residence.

Pay Bills

It is important that all bills are paid on time. This is where your budget and real life actually meet. If you under budgeted, then you will run out of money. Plan accordingly. If you are giving a donation to charity, only do so after all the bills are paid. It may take 6 to 8 weeks for all of the bills to arrive. Make a list of bills you expect, save enough money to pay them. It is difficult to ask a charity for a return of the donation so you can cover your expenses.