

PRE-RACE AND POST-RACE DUTIES

Information Packet

Table of Contents

General Instructions for All Races
Announcement Flyer
Results Flyer
UNIVERSE Articles

Race-Specific Instructions
Making Race Arrangements
Ribbons and Medals
Marking the Course with Lime

PREPARING A RACE ANNOUNCEMENT FLYER

It is the duty of the Race Director to publish a Race Announcement Flyer for distribution to the Running Club membership. The Race Director should also try to publicize and promote the race in other ways as well.

1. Use the Race Announcement Flyer from the previous year's race (attached) as a guideline for your flyer. Be sure to include all pertinent dates, times, places, and distances. Be sure that the rules for the race are stated clearly if they are unusual.
2. Before producing a final copy of your flyer, you may wish to send a preliminary draft to the Club President for review and suggestions.
3. Prepare a high-quality original copy of your flyer. Light originals do not reproduce well. Make sure your typewriter or printer has a good ribbon. On some dot-matrix printers, the dots are so far apart that the printout is always light, even with a good ribbon — in this case, print the entire page in boldface mode. If all else fails, make a copy of your light original on a copier that allows you to play with the exposure — you should be able to improve the contrast.
4. Be sure to include the Running Club logo in the upper left corner of your flyer. A copy of the logo is attached.
5. If your flyer has an even number of pages, be sure to leave at least one 2" to 3" top or bottom margin on either the first or last page for the mailing label.
6. Send the final draft high-quality original copy of your flyer to either the Club President or the Club Publicist, who will take care of distributing it to the Club membership.
7. In addition to publishing the Race Announcement Flyer for Club members, try to come up with your own unique ideas for other ways to publicize and promote the race.

PREPARING A RACE RESULTS FLYER

It is the duty of the Race Director to publish a Race Results Flyer for distribution to the Running Club membership. The Race Results Flyer consists of two parts: (1) tables of finish times and places generated by the Club Statistician; and (2) a cover story written by the Race Director.

1. Use the Race Results Flyer from the previous year's race (attached) as a guideline for your flyer.
2. Submit the raw data you collect on race day to the Club Statistician. The Statistician will enter this data into the Club's master database and run some computer programs to generate tables of results for your race.
3. Write a cover story describing highlights of the race. In your story, you should mention all medal winners by name. Also try to mention and thank everybody who helped officiate the race.
4. Before producing a final copy of your flyer, you may wish to send a preliminary draft to the Club President for review and suggestions.
5. Prepare a high-quality original copy of your flyer. Light originals do not reproduce well. Make sure your typewriter or printer has a good ribbon. On some dot-matrix printers, the dots are so far apart that the printout is always light, even with a good ribbon — in this case, print the entire page in boldface mode. If all else fails, make a copy of your light original on a copier that allows you to play with the exposure — you should be able to improve the contrast.
6. Be sure to include the Running Club logo in the upper left corner of your flyer. A copy of the logo is attached.
7. If your flyer has an even number of pages, be sure to leave at least one 2" to 3" top or bottom margin on either the first or last page for the mailing label.
8. Send the final draft high-quality original copy of your flyer to either the Club President or the Club Publicist, who will take care of distributing it to the Club membership.

PREPARING UNIVERSE ARTICLES

The Race Director should prepare two articles for submission to the JPL UNIVERSE newspaper: an article announcing the race, and an article listing the race results.

1. Use the UNIVERSE article submissions from the previous year's race (attached) as a guideline for your articles.
2. Try to write as tersely as possible. Mention names, dates, times, places, distances, and not much else.
3. In the race announcement article, tell the name of the race, its distance, and the date, time and place for the start. In the case of unusual races, mention a minimum essential amount of additional explanatory details.
4. In the race results article, report the names of all medal winners, their times and categories. In the case of team races, report both the names of the medal-winning teams and the individual team members.

MAKING RACE ARRANGEMENTS

Arroyo Seco Freako Microthon

Making race arrangements means selecting a date, time, and racecourse, and seeing that all requisite fees, paperwork, and course preparations are taken care of.

The Arroyo Seco Freako Microthon is traditionally held at noon on April Fool's Day (or on the last workday preceding April Fool's if April 1 falls on a weekend).

The race course has varied over the years, but the one in current use is a measured 5-kilometer course looping through Lower and Upper Oak Grove Park. A separate map and description of the Oak Grove Park 5-km course is included with the "Race Director's Information Packet". The Running Club has never had to reserve this course, pay fees, or submit any paperwork (but this could change at any time). However, other course preparations must be made, and these are described below.

Constraints on Date and Time Selection

1. This is one race for which it would be very hard to buck tradition. The Freako has been held on or about April Fool's Day every year since its inaugural in 1975.

Constraints on Course Selection

1. With only one or two exceptions, the race has always started and ended in Oak Grove Park.
2. Currently, the Oak Grove 5-km course is the only measured course of any reasonable length starting or finishing in Oak Grove Park.
3. Both of the traditional routes across the Arroyo which were formerly used to connect Oak Grove Park with paths on the east side of the Arroyo are unreliable. The gravel company's road through the bottom of the Arroyo is unusable after a heavy rain or when gravel loading operations pick up. The old road from the Park across Devil's Gate Dam has now been officially closed by the City of Pasadena because of the rickety Flint Canyon Bridge, and races across the bridge are no longer possible.

Course Preparations Required for the Oak Grove Park 5-km Course

1. Because the course route is complicated, the Race Director should become familiar with the exact route by walking or running the entire course several times before race day. Take the course map and course description with you the first couple of times.
2. Rocks and other debris accumulate on the horse-trail sections of the course. A few days before the race, the entire length of the course should be walked and cleared of all debris that could cause a runner to trip, stumble, or fall.
3. On the morning of race day or at most one or two days earlier, the Race Director should mark the course route with lime. Consult the separate information sheet on "Marking the Course with Lime".

RIBBONS & MEDALS

Arroyo Seco Freako Microthon

Ordering and picking up ribbons and medals from the trophy store (and paying for them) is the responsibility of the Running Club Treasurer. The responsibilities of the Race Director are: (1) to inform the Treasurer how many ribbons and medals are needed and what to engrave on them; (2) to determine medal winners; and (3) to distribute all ribbons and medals to recipients.

RIBBONS

Ribbons are awarded to all race participants and all race helpers.

1. Order ribbons about a month before your race. Before placing the order, you'll need an approximate count of the total number of runners and helpers. Add at least 25% to your best estimate as a safety margin, because it's very expensive to buy extra ribbons if we don't order enough the first time.
2. To order ribbons, contact the Club Treasurer and review the most recent ribbon design on file for your race. Make updates as appropriate and decide on colors.
3. Distribute ribbons to all finishers and to all helpers immediately after the race. The Finish Card Collector should exchange one ribbon for each properly filled-in finish card.
4. Occasionally, you'll have to mail ribbons to some people individually (especially helpers — who often get away without realizing they deserve a ribbon too). Whenever you mail a ribbon, you should drape the ribbon at the top of the envelope over an enclosed full-size sheet of paper, so the ribbon is immediately visible as soon as the envelope is opened. You'd be surprised how many people don't notice their ribbons and leave them at the bottom of the envelope — even when the enclosed sheet says "Ribbons Enclosed"!

MEDALS

Medals are awarded to the top individual finishers in various age/sex categories in the Arroyo Seco Freako Microthon.

1. Order medals through the Club Treasurer at the same time that you order ribbons.
2. To order medals, contact the Club Treasurer and review the current formula for determining the age/sex divisions and the number of medals to be awarded for your race. Decide if you want the same medals or something different.
3. Try to determine the medal winners immediately after the race, and present them their medals at the same time. To determine medals winners at the race site, the Race Registrar will have to perform an accurate sort of all finish cards by age/sex division. Make sure each finishing runner hands in a finish card with name, time, and age/sex division or racenumber written on it (age/sex division will be identifiable from the racenumber).
4. If a race-site determination of medals winners is impossible, you'll have to distribute medals by mail. Seal them inside a business-size envelope and insert the envelope lengthwise in a regular Lab envelope for protection. Enclose a separate sheet saying what the medal is for.

CERTIFICATES

Certificates are awarded to winning teams in the Arroyo Seco Freako Microthon team competition.

1. Winning teams are not determined at the race site, so custom certificates are ordered after the race and mailed to the winners.
2. Obtain the current formula for determining team winners from the Club President, and either use it or revise it for your race.
3. Contact Bill Mogensen and Dona Duquin to get new certificates drawn for your race's winning teams.

MARKING THE COURSE WITH LIME

1. Allow a couple hours and one or more 50-pound bags of lime to complete the job.
2. The marking should be done no more than a day before the race, especially if it is threatening to rain.
3. On dirt sections, drop lime in a straight line and leave it where it falls.
4. On paved sections, drop a little lime, then spread it in a line and rub it into the pavement. A little goes a long way on pavement. Besides, if you don't rub it into the pavement, it will blow away.
5. You can go a long way between markings on obvious straight stretches, but don't economize where the course gets confusing. Markings should be long enough, thick enough, and frequent enough to be visible at least 50 feet in advance of any point at which a runner could conceivably take a wrong path. Use long continuous markings through all turns in the course.
6. Since the Oak Grove Park 5-km course consists of two almost identical loops, you only have to mark a little more than 2.5 km. However, the two loops are not completely identical, so make sure that the two Y's where the loops split are very clearly marked. Mark these as very long Y's with arrows going off in both directions, and try to station a course monitor at these locations on race day. The monitors will direct runners to take the left fork of the Y on their first loop and the right fork on their second loop.