

A RACE DIRECTOR'S DUTIES

Top-Level Description

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*General pre-race duties, post-race duties, and duties of racetime helpers are described in two separate information packets.

**This index cross-references the timeline items with the corresponding descriptions of duties in the information packets.

Duties of a RACE DIRECTOR

GENERAL DUTIES

The Race Director has end-to-end responsibility for seeing that all required tasks get done for one particular race. In general, there are four categories of tasks: (1) making advance race arrangements; (2) announcing and publicizing the race; (3) managing the race on race day; and (4) publishing the race results afterward.

These four categories of tasks also fit into three neat classifications according to time: pre-race tasks, racetime tasks, and post-race tasks. For the purposes of this classification, "racetime" begins about an hour before the start of the race and ends about a half hour after the finish; everything else is considered "pre-race" or "post-race". On the attached sheet, the Race Director's duties are broken down into a timeline of specific pre-race, racetime, and post-race items.

The approximate deadline for completing each pre-race or post-race item is shown with reference to the date of the race ('R'). The numerical offset from 'R' denotes the number of calendar days before or after the race date. For example, 'R+2' means 2 days after race day.

The approximate time for performing each racetime task is shown with reference to either the nominal start ('S') or finish ('F') of the race. The numerical offset from 'S' or 'F' denotes the number of minutes before or after the reference time. For example, 'S-20' means 20 minutes before the pre-announced starting time of the race.

Pre-race and post-race tasks can in principle be handled by one person, but the Race Director is encouraged to delegate specific tasks to other people to the extent practical. Certain Club officers have specific race-related duties; in these cases, the Race Director must simply coordinate their activities to make sure everything gets done on time.

Racetime tasks cannot normally be handled by one person, because Club races usually require several people in different places performing different tasks simultaneously. In fact, one of the main pre-race duties of the Race Director is to recruit and instruct helpers for race day.

Duties of a RACE DIRECTOR

RACETIME HELPERS

There are several types of helpers required at race time. An Aquarian is responsible for bringing drinking water to the race. A Cone Setter sets up orange marker cones just before the start of the race. A Race Registrar sees that everyone signs in properly. A Race Starter is needed to start the race. Course Monitors are stationed at various points along the course to make sure runners don't get lost and to react to emergency situations if they arise. Data Collectors are stationed at the finish line to gather the necessary time and finish sequence data that will be published in the race results flyer.

The tasks of the racetime helpers are described in a separate section of your "Race Director's Information Packet". There is one job description sheet for each job — no matter how trivial or inconsequential that job might be for your particular race. For example, the job of Race Starter is extremely trivial for a race with a traditional mass start, but it's not so simple for races with staggered starts.

Many of the racetime jobs are optional or redundant for your race, and often two or more jobs may be performed by one person. Part of your job as Race Director is to determine how many racetime jobs are necessary, and how many people are required to do them. The answer depends mainly on three factors: the experience of your helpers, the complexity of the racecourse, and the rate at which finishers will be pouring across the finish line. A separate overview sheet is included in the Racetime Helpers packet to assist you in determining how many people you will actually need.

Pre-Race & Post-Race

Duties of the

RACE DIRECTOR

Arroyo Seco Freako Microthon

Approx.
Deadline

What to Do

Pre-Race

- R-45 1. Select date, time, and course for race. Submit necessary paperwork for reserving course.
- R-30 2. See that the Club Treasurer orders medals and race ribbons.
- R-23 3. Prepare article announcing race for UNIVERSE.
- R-14 4. Prepare race announcement flyer for distribution to Club members.
- R-2 5. Recruit and instruct all necessary racetime helpers.
- R-1 6. Walk the course and clear away rocks and other debris.
- R-0 7. Mark the course route clearly with lime.

Racetime — see next page

Post-Race

- R+2 8. Submit all race data to the Running Club's Statistician.
- R+5 9. Receive the official table of results from the Club Statistician.
- R+5 10. Send an article on race results to UNIVERSE.
- R+12 11. Prepare a results flyer, including the table of times and a cover story.

Racetime
Duties of the
RACE DIRECTOR

Arroyo Seco Freako Microthon

<u>Approx. Time</u>	<u>What to Do</u>
S-20	1. Place orange marker cones at critical points along course route.
S-20	2. Set up registration table at start/finish area, and start registration.
S-10	3. Direct course monitors to their stations.
S-10	4. Set up water jugs, cups, and garbage bag.
S-0	5. Finish registering runners. Direct them to the starting line.
S+5	6. Start the race, synchronizing watches via radio.
S to F	7. Give last-minute instructions to finish line data collectors.
S to F	8. Recruit onlookers as additional helpers if necessary.
F+0	9. Record the runners' finish order and finish times, using redundant recording systems.
F+2	10. Start gathering and sorting finish cards immediately after finishing runners have written their names, racenumbers, and times on them.
F+2	11. Hand out ribbons in exchange for properly filled-in finish cards.
F+10	12. Determine medal winners in each age/sex division.
F+12	13. Hand out medals to medal winners.

Duties of the
RACE DIRECTOR

Arroyo Seco Freako Microthon

Included in the "Race Director's Information Packet" are additional pages describing each item on the pre-race, racetime, and post-race timelines in more detail. These detailed descriptions of duties are organized by subject rather than by timeline, so one information sheet generally covers several items with different deadlines. For racetime items, each information sheet describes the job of one "racetime helper". The following tables cross-reference the subjects covered in the information sheets with the items on the timeline.

Pre-Race & Post-Race Items

<u>Information Sheet Subjects</u>	<u>Corresponding Timeline Items</u>
Race Arrangements.....	1, 6, 7
Race Announcement Flyer.....	4
Race Results Flyer	11
UNIVERSE Articles.....	3, 10
Ribbons and Medals.....	2

Racetime Items

<u>Information Sheet Subjects</u>	<u>Corresponding Timeline Items</u>
Ribbons and Medals.....	11, 12
Race Registrar.....	2, 5, 12, 13
Race Starter.....	6
Aquarian	4
Cone Setter	1
Course Monitors	
Stationary.....	3
Roving.....	
Finish Line Data Collectors.....	7, 8, 9
Finish Order Recorder	9
Finish Time Recorder.....	9
Finish Card Dispenser	9
Finish Card Collector.....	9, 10, 11
Finish Time Caller.....	9
Voice Recorder	9

A Race Director's

CHECKLIST OF THINGS TO BRING TO THE RACE

Arroyo Seco Freako Microthon

Item {obtain from ---> give to}

- [] Running Club's registration table {Club President ---> Race Registrar}
- [] Preprinted signup sheets sorted by age/sex {Club Statistician ---> Race Registrar}
- [] Pens and pencils {JPL ---> Race Registrar, Finish Card Collector}
- [] Racenumbers to be worn by runners {computer cards ---> Race Registrar}
- [] Pins for attaching racenumbers {Club President ---> Race Registrar}
- [] Medals and ribbons {Club Treasurer ---> Race Registrar, Finish Card Collector}
- [] Orange cones for marking the course {Club President ---> Cone Setter}
- [] Water, cups, and garbage bag {ERC Storage Room ---> Aquarian}
- [] Megaphone for making yourself heard {Sam ---> Race Starter, Finish Card Collector}
- [] Consecutively numbered finish cards {computer cards ---> Finish Card Dispenser}
- [] Tape recorder for recording runners as they finish {Sam ---> Voice Recorder}
- [] Finish Order recording sheet {Club President ---> Finish Order Recorder}
- [] Finish Time recording sheet {Club President ---> Finish Time Recorder}
- [] Recording Computer {Jim Lumsden ---> Computer Recorder}
- [] Several stopwatches {? ---> Race Starter, Finish Time Caller, Course Monitors, etc.}
- [] Soft drinks and beer for post-race picnic {supermarket ---> Race "Caterer"}