



## Cape Girardeau Road Runners Basic Race Guide

This Guide is published to help give race directors a hand in planning and executing a running race. This is by no means a strict guideline as all races have a varying degree of situations associated with them.

### □ Sponsors

The first and most important step is obtaining sponsorships. Usually, one or more main sponsors along with as many minor sponsors as possible. These can be monetary donations or “in kind” sponsorship items. Entry fees usually cover t-shirts, awards, printing, timing and other minor miscellaneous expenses occurred with the event.

### □ Course layout

A lot of planning will go into your course layout. Day/time of week, traffic flow, volunteers needed, water stop placement, all play a role when you design your course layout.

**A parade permit may be required by the local Police Department prior to hosting your event.**

Make sure you measure and verify your race distances. There are many websites available to plot and post your course for runners to go online and take a look prior to the race.

### □ Volunteers

Having enough volunteers for a race is very crucial for a successful event. Race day registration, traffic/intersection control, water stops, finish line duties, and award distribution are all part of race organization that will need volunteers for accomplishment. Make sure you have volunteers at all major intersections. They should be wearing a safety vest or a bright shirt. If all your volunteers have the same bright colored shirt with the words “Volunteer” on the back, there will be less confusion with the public when they help with your race.

### □ Race entry forms

Your race entry forms will need to be designed to include as much information as possible. Name of race, date, location, start time for each event, award information (age grouping and number of awards), contact information, waivers, address to return the form with payment, and a mail able section to include entrants name, address, age on race day, t-shirt size requested, what event they are entering (if there are different distances or you have a run/walk event), and a place for a signature and date.

On line registration is another option. There are some on-line registration companies available for race directors to have their race placed. Runners can then, for a small fee, register online and pay with a credit card. You can set it up to receive notices every time someone registers. The company will then send you any registration fees they've collected usually every couple of weeks. (Contact Cape Road Runners for information)

□ **\*T-shirts**

Type/style

Decisions will have to be made on the material and type of shirt you want for your race. Do you want a cotton blend or a dry-fit moisture wicking shirt? Dry-Fit shirts are more expensive but are a somewhat better material and feel. Long sleeve or short sleeve is another decision.

Artwork design

A logo for your race to be placed on the shirt sometimes takes a lot of planning. Of course you want something to be representative of your event. Most printing companies will help with the artwork design once you give them a rough draft/idea to work with. Your cost will be dependant on the type of shirt (color, long/short sleeve, and material) and the number of colors incorporated in your art design. The sponsors for your race are placed on the back of the shirt and usually are one color.

T-Shirt cut off date

You may want to advertise a “guaranteed t-shirt if registered by date”. No one likes to be short or have a bunch of t-shirts left over after a race. If you advertise a guaranteed date, you can usually add some to it for race day registrations and then place your order ahead of time. Some t-shirt companies don’t charge for a second order but most will charge a lot more for a second run.

Volunteer shirts

You may want to consider ordering a bright colored shirt for your volunteers. When they are placed on your course at major intersections, they are more recognizable as being with your race to the general public.

□ **\*Awards**

Type

The decision on what awards will be handed out and what style/type also has to be made. There are trophies, medallions, plaques, ribbons etc. Some awards can be custom made with your race logo put on them, however these usually cost more and there is a minimum order needed. There are standard designs available for the type of event you’re hosting. There are a lot of companies available to purchase your awards.

Age Groups

You will need to determine what age group categories your awards will be in. Some race group the age brackets in five year groups while other will use ten-year groups. You will need to determine how many overall awards you will be giving. First overall Male and Female are the most common followed by the top three in each age group by male/female. How you break up your awards will be entirely your decision.

□ **\*Timing**

Finally you need to decide on a timing system for your event.

The Cape Girardeau Road Runners offer timing for your event. We offer an affordable system using electronic hand timers. A number is given each runner as they cross the finish line. A print out from the hand timers will have a number/time corresponding to each runners place.

These print out times are then transferred to the registration sheets for easy calculation of finish places.

A large display clock is also provided along with an optional portable pa/cd sound system.

Race directors can send their results to [Director@caperoadrunners.org](mailto:Director@caperoadrunners.org) to be added on the website results page.

- Contact Cape Girardeau Road Runners for more information and resources for ordering your race needs

The below form can be used to log your registrations

