



Race Directors' Guide

2011

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Overview

This document is a guide for Race Directors in all phases of hosting a road race. It is aimed at both the new and seasoned Race Director. 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 to be used as a guide to ensure that things are being accomplished and as a resource for important information for the race. Not all aspects of this manual will be implemented by every Race Director. Some things may not be implemented simply due to logistics, the size of the race, or they are simply not going to be included with the event. Although efforts are made to keep this guide up-to-date, some of the information in this guide, in particular the information in the Annex, may become out of date. For current information, visit us online at: www.runnovascotia.ca.

If you require any further information, or have any questions, please contact, Steve Moores at smoores@eastlink.ca, or 902-542-1867 (evenings), or 902-765-1494 x 3446 (days).

Pre-race Considerations

Decide on a distance, race date, and start time

Before hosting a road race or other organized running event, it should be decided why the event is being held. There are a number of reasons for hosting an event, some are: to raise money for a group, organization, or charity; to host an event to draw people into an area for a special celebration or community event; to offer the running community an event that is currently empty in the running calendar. Remember, it is a lot of work to host a quality event, and you will need time, help, and support.

Distance

After determining why you want to host an event, it is important to identify your target audience, and choose the distance that will best suit your and the runners' needs. The standard road race distances range from 5 kilometres to the 26.2-mile (42.2 km) marathon. The shorter events will attract more casual community runners, and the longer events target the more seasoned runners. Common road racing event distances are 5-K (3 mile), 8K (5 mile), 10K (6 mile), 8 mile, 15K, 10 mile, 20K, 13.1 mile (21.1K) (half marathon), 25K, and 26.2 mile (42.2K) (marathon). The most popular events are the 5 and 10 kilometre races.

Date

The next item in the initial planning session is to choose a suitable race 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 calibre of runner attending
- Time of year, as it is unreasonable to hold a long race in the heat of the summer, and winter weather is unpredictable

Start Time

Along with selecting the event date, a start time needs to be determined. 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.

Considerations for RNS Series Races

From June 21 to Labour Day (early September), races must start before 9:01 am or after 6:00 pm.

Budget

The single most important aspect of hosting an event is knowing and controlling your costs and being able to predict 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.)
- Race numbers
- Safety pins (4 per runner)
- 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)
- Timing equipment rental
- Donation to charity, group or organization, if this is a fund raising event

It is best to always over-buy the thing you are giving to the runners. It is impossible to know the exact number of runners 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 over-estimate the expenses and to under-estimate the amount that will be received from the participants. Set your registration fees accordingly.

Revenue is raised from a limited number of sources. Revenue is available from sponsors and participants. You should be creative when looking for revenue sources from sponsors, as you are not the only group, organization, or 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 cannot 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, headline, supporting, and goods received in kind
- Associated trade exhibition
- Community event committee, especially if you are tied to a community event

Race Route Selection and Measurement

A safe race route is important to the success of any event. There are a number of criteria to be considered in selecting a race route. Safety for the participants, volunteers, traffic, and other users of the route should be paramount among them. Consider the following when you are establishing a route:

- If possible, run circular routes counter-clockwise and have the runners run facing traffic, making left turns, 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, churches and synagogues, active rail road crossings, active draw bridges, fire halls, traffic lights, etc., since these will need to be marshalled by experienced adults and/or police or be properly scheduled.
- 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 complete.
- Give consideration to where water stops will be located on that potential route (see water stop guidelines below). If water stops can be located next to a source of water, 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 run on an uneven surface.
- The finish line should be located off the road and away from traffic. Preferred locations include parking lots, side lanes, running tracks, or the side walk. Try to avoid a sharp turn just prior to (within 15 meters) 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 for the N.S. Department of Transportation.

Once the race route is selected, then it needs to be measured. When measuring the race route, consider the following guidelines:

- 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.
- If the racecourse is altered in any way, it must be re-measured. Alterations can include improved road surface, upgrades to a bridge, straightening of a corner, realignment of an intersection, etc.
- To accurately measure the course, it must be measured with a calibrated wheel or other calibrated measuring device. Car odometers 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 bicycle odometers, 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. They accurately measure your course for a reasonable fee. Contact RNS to make arrangements (see www.runnovascotia.ca for contact information).
- Races that will host or are considered qualifiers for Provincial or Canadian Championships must be certified to Athletics Canada standards.
- Take a camera along to record the different locations of the exact mile and kilometre marks, as marks on the side of the road will fade away.
- During the race itself, it is recommended that each mile or kilometre be marked for races up to 10 miles long. For races over 10 miles, every 5th mile or 5th kilometre should be marked. Use mile markers for mile races (e.g., a 6 mile race), and kilometre markers for kilometre races (e.g., a 10K race).

Considerations for RNS Series Races

- For Run Nova Scotia Series races, the race route must be accurately measured or certified by a RNS qualified official, or by a party recognized by either RNS or Athletics Canada as qualified to measure or certify race routes. Races that will host or are considered qualifiers for Provincial or Canadian Championships must be certified to Athletics Canada standards.
- Arrangements to have a course measured or certified by RNS should be made eight weeks or more prior to your event. There is a cost for measuring the course. This should be determined with the course measurer prior to the measuring. See www.runnovascotia.ca for the contact information. 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 RNS series races to be accurately measured. This means the course needs to be measured with a Jones Counter by a certified course measurer. Normally, only an accurately measured course is all that is required.

Races being used for national qualifying times, provincial/national records, provincial/national events, or as a qualifying time for the Boston Marathon or other limited entry race, all 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 (as of 2010 it is \$35).

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 RNS.

Department of Transportation or Municipal Permission

A permit is required by anyone who wants to plan a special on-highway event on a public highway in Nova Scotia. Such events include:

- Fun runs
- Road races
- Walkathons
- Bikathons
- Relay races
- Parades
- Processions

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 Public Works. 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 in that town or regional municipality office. See the lists of towns, counties, districts, and regional municipalities located at: <http://www.unsm.ca/>.

An application form can be obtained from any NS Department of Transportation and Public Works office. See their web site for contact information and available forms, www.gov.ns.ca/tran/highwayops/yourroad.asp. 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, including web pages, bulk e-mailing, running and sports stores, fitness centres, newspapers, newspaper articles, international running magazines, local sports publications, annual calendars of events, local radio stations, etc.

As a minimum, all event publicity should have the event name, distance(s), date of the event, and a contact name, address and phone number, and if available, 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.

Consideration for RNS Series Races

All publicity (posters, brochures, web sites) must include the RNS sponsors. Sponsor logos are available on the Run Nova Scotia web site (www.runnovascotia.ca) on the Sponsors page.

Registration Forms

The registration form 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 including change rooms and showers
- 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.

Requirements for Run Nova Scotia Series Race Registration Forms

- The form must include the full RNS series event title including event number (see calendar of events at www.runnovascotia.ca).
- The form must include all of the RNS series sponsors (available at www.runnovascotia.ca).
- The form must include a space for a member's RNS number.
- A draft registration form must be submitted to RNS for approval **60-90 days in advance** of the race date. Please allow two weeks for approval.
- Registration information should be forwarded to Run Nova Scotia for inclusion in any announcements. Contact the RNS Communications Coordinator for final submission dates so that you may be included in the appropriate edition (see www.runnovascotia.ca for contact info).
- A minimum of 100 copies of the registration form must be made available to RNS no later than 45 days prior to race date for distribution at RNS events.

Entry information will also be made available on the Run Nova Scotia web site (www.runnovascotia.ca).

Waiver of Liability

The waiver of liability is extremely important for protecting the race organizers from legal suits. It does not completely eliminate the risk of liability, but it can help in any legal action. **All waivers should be reviewed by legal counsel** prior to being used. If a participant refuses to sign a waiver, the event organizers should refuse to allow the person to participate in the event. The standard RNS waiver shall be used on all registration forms for all RNS Series races, and must be of a font size so that it is easily readable. The standard waiver may be added to, but its intent may not be reduced or altered. The standard waiver is:

EVENT PARTICULARS:

_____ (the "Race") organized by
_____ (the "Race Organizers")

Understanding of Risk and Release of Responsibility

I understand that participating in a road race is a potentially dangerous event. Further, the weather, footing and vehicle traffic conditions may be adverse and greatly increase the danger. I certify that I am medically fit to participate without risk to myself or others. I understand that I am totally responsible for my own safety.

In consideration of my being permitted to participate in the Race, I hereby remise, release and forever discharge, waive and save harmless, protect and indemnify the Race Organizers, Athletics Canada, Athletics Nova Scotia, Sport Nova Scotia, Run Nova Scotia, any and all clubs, associations, sanctioning bodies, sponsors, participants,

competitors, entrants and all respective agents, officials, volunteers, servants, and representatives from and against any and all kinds of action claims, costs and expenses and demands in respect of death, injury, loss or damage to my person or property howsoever caused as a result of my being permitted to attend or in any way take part prior to, during or subsequent to the Race, whether as an entrant, competitor, spectator or otherwise, notwithstanding that some may have been contributed to or occasioned by the negligence of any of the aforesaid, their agents, officials, servants or representatives. Further, I hereby grant permission to any of the above to disseminate photographs or other race result information to the public, through any medium they so choose, from time to time. All participants become event members of Run Nova Scotia for the duration of this event.

By submitting this entry, I acknowledge having read, understood and agreed to the above. This document will bind my heirs, executors, administrators, successors, and assigns.

Signature _____ Date: _____
(Parent or Guardian, if runner is under 18 years of age)

Sponsors

Sponsors are not necessary to host a successful event. The advantage of having sponsors is to have a method of reducing the overall cost of the event, and thus reducing the cost to the participants. Sponsors often 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.

Considerations for RNS Events

For Run Nova Scotia Series events, the Race Director must display the sponsors names and logos on the registration forms and all posters. 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 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 RNS series is composed of a number of independent events hosted by independent organizations. Run Nova Scotia also recognizes that there may be sponsor conflicts between the series and the individual event. Should this occur, the RNS sponsor is to be recognized as a RNS 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 RNS sponsors for event assistance before approaching an RNS sponsor's competitor. Should there be conflicts; contact RNS for assistance or a sponsor waiver.

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. They are available from various event suppliers. In Canada, suppliers include Running Count, www.runningcount.com and Events On Line, www.eventsonline.ca. See the web sites for costs. Allow 6 to 8 weeks for delivery. Short notice delivery is available, but not recommended.

For Run Nova Scotia 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.

Safety pins are available in various places. Some stores like Zeller's and Wal-Mart will carry pins, they may also be available from your local dry cleaner, and are available from Running Count, Events On Line, and Groulx-Robertson Ltd. (a dry cleaner supply company). Allow 4 to 6 weeks for delivery.

Race Day

Registration

The first thing that the runners look for on race day is the registration packet pick up area. The packet should include the participant's race number, safety pins, electronic timing chip, if applicable, as well as race information (race rules, course map), any promotional products, and race memento.

The registration area should be clearly marked and readily available to the participants. There should be at least two people at the registration table with one extra person for each 100 participants registering. 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 race day registration.

To avoid congestion, the race day registration area should be available away from the pre-registration table and the registration form fill out area should be separated from this area. At least one volunteer should be dedicated to processing race day registrations.

Course Set-up

Prior to the event, it is important to have all the required materials placed around the course. This includes:

- Water stop set-up including water, cups, tables, and personnel
- Direction markers for each intersection and direction change
- Kilometre or mile markers, depending on race distance, if used (kilometre races are marked in km, and mile races are marked in miles)
- Course marshals and water stop personnel need to be delivered or directed to their locations

Race Start

At the start of the race, any pre-race announcements should be loud enough for all participants to hear. The starts 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 other loud noisemaker. Shouting "Go" only works with a small group of runners.

Prior to starting the race, the race starter should ensure that race timers are ready to start their timers, that all participants are properly assembled and are behind the start line, and that the start commands are clear (especially for the front runners).

The start is usually given as "runners 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.

RNS Start Times

For Run Nova Scotia Series races occurring between June 21 and Labour Day, that are 10 kilometres or less shall start no later than 9:00 am or no earlier than 6:00 pm. Races longer than 10 kilometres shall start no later than 8:30 am or no earlier than 6:00 pm. Races not falling within the June 21 to Labour Day time frame are free to start at any time. These restrictions are in place so the runners do not run during the heat of the day and thereby avoid heat related injuries.

Finish Area

The finish area requires set-up including a clearly marked finish line. The finish chute should be a minimum of 20 metres in length to allow runners 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 runners too quickly can cause them to vomit, become dizzy, injured, and/or faint.

RNS Races

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

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

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.

Volunteers

Volunteers are required to provide a number of services. The number of volunteers is dependent on the size of the race and the services offered. It is important to recruit

enough reliable volunteers to fill all of the functions that are required, 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 may need to be trained for some positions and this training should be provided a day or two before the event. If that isn't 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 are to be provided by the volunteers include:

- pre-race registration
- race course set-up and teardown
- water stops set-up, manning for the race, cup and litter cleanup, and tear-down
- course route marshals
- traffic control
- finish line
- 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. 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 runners will take.

All of the 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. Make sure that the marshals know the correct direction the race route takes, and make sure they are paying attention to the participants and looking out for their safety. 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 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/runner control are the greatest liabilities that a Race Director has. Ensure these functions are carried out by competent, responsible people.

Lead and Trail Vehicles

Lead Vehicle

There should be a lead vehicle at the front of the event. The driver of the vehicle should know the event route, 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 runners 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.

Trail Vehicle

The end-of-race (trail) vehicle is used to mark the end of the event. There should be no event participants behind the trail vehicle. This vehicle is responsible for assisting injured runners and participants who have dropped out of the event, and provide 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 particular 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.

Water Stops, Water, and Cups

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

1. For Run Nova Scotia Series events, water stop frequency must meet the minimum RNS 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 ó 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 runners are directed to run (preferably facing traffic).
3. The water station should employ at least one table. In the best situation there is a minimum of two plywood 4 X 8 tables plus volunteers handing out water. If something other than water is being offered, it should be on a separate table and clearly marked.
4. Some runners 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 upon the location of the water stop. Early in the race, there needs to be more volunteers, as

- the runners 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.
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 runners 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 runners are, the more that the runner 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. With the runners coming from your left, the cup is held with the left hand. It is held on the rim using the thumb and one or two fingers grasping the rim on the left side. If the runners 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 runner take it from the volunteer. This method tends to get the volunteer a little wetter than the former method.
 9. Many runners 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 runners to take a break and stop for water.
 10. Be a good neighbour. After the last runner has passed, pick up all cups, lids and straws that have been discarded, plus any other garbage that may be lying around. Some cups may be very far from the station, as runners may carry them a considerable distance.
 11. If the water stop is to be located near a bridge, it should be after the bridge so as 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 runners - set it up as a run through. Also, ask the runners 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

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.* If there is anything that will cause the event to be cancelled by local officials, it's not being responsible in this area. Remember to be a good citizen, pick up all garbage, even if it is not yours.

Results

The Race Director must decide how the race results are going to be collected and tabulated. There are many methods that can be used to accomplish this, from automated chip timing systems, to bar code readers and semi-automated time collection, to a manual system with finish sticks and manual time collection. The most popular method is the manual system of finish sticks, simply because it is easy and inexpensive. The system basically is:

1. Prior to the race start, each runner is listed on a sticker. The sticker should at least contain the runner's bib number, name, age or age category, gender, and event if there is more than one being run. The stickers should be in bib number order for easy retrieval at the end of the race.

500 Bob Smith Male 50	501 Mary Doe Female 35
502 Jane Smith Female 25	503 John Doe Male 21

Example of results stickers showing bib number, name, gender and age

2. When a runner crosses the finish line a time is collected for that runner.
3. The runner is then given a tongue depressor with a finish position on it as they pass the finish line. It is important to keep the runners in finish order until they have collected their finish sticks.
4. The runner 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.
5. The finish time is then logged against the finish position. It is just a matter of going through the results and finding all of the winners of the various groups and categories.

1	5	9	13
2	6	10	14

3	7	11	15
4	8	12	16

Example of a results board showing finish position

RNS has created a PC-based timing system. This will provide the Race Director with a finish position and time in an electronic file. If the Race Director wishes to have a semi-automated results system, it is up to them to be familiar with the software used to do so.

Awards Presentation and Reception

The awards presentation should not start until all participants have finished 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 to have some. 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 runners 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, or drawn at the post-race reception.

RNS Races

For Run Nova Scotia 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+)

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

Post-race

Compile Results

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

RNS Races

For Run Nova Scotia Series events, the results must be sent to the RNS results co-ordinator within one week of the completion of the event. If you want the results posted in newspapers, the results must be sent to the results co-ordinator 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 RNS 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 Race Series Coordinator for a copy (see www.runnovascotia.ca > About RNS > Members > Executive).

As a minimum, the results must include the finish position, name, finish time and RNS number (required for all RNS races). Optional information includes age or age category, and place of residence .

Publish Results

The results can also be published in provincial and local newspapers.

RNS Races

For Run Nova Scotia Series events, all results are to be headlined with the RNS series title and the event name and number. The RNS results co-ordinator will forward the results to the provincial newspapers (Chronicle Herald) as well as CBC radio and the RNS e-mail news service and web site.

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.