



RACE DIRECTORS' GUIDE

Revised April 26th, 2023

TABLE OF CONTENTS

Introduction.....	4
A. First Steps in Organizing a Race	5
1. Selecting a Date.....	5
2. Determining the Race Course and Location.....	5
3. Choosing the Distance.....	6
4. Naming the Race	6
5. Planning Registration	6
<i>Online Registrations.....</i>	<i>6</i>
<i>Offline Registrations.....</i>	<i>7</i>
6. Selecting Timing	7
7. Preparing Your Budget	7
8. Inquire About Permits.....	7
9. Affiliating/Sanctioning with RunNB	8
B. Promoting Your Event.....	9
1. Advertising	9
2. Sponsors.....	9
3. Awards	9
4. RunNB Programs for Your Event.....	9
<i>Super Series.....</i>	<i>10</i>
<i>Provincial Championship.....</i>	<i>10</i>
<i>Small Strides, Healthy Lives.....</i>	<i>11</i>
C. Volunteers and Materials.....	12
1. Recruiting Volunteers.....	12
2. Materials and Equipment.....	13
D. Race Day.....	14
E. Post-event Activities	15
1. Publish Results	15
2. Award Presentation and Reception	15
3. Pay Bills.....	16

Appendix A – Emergency Plan information	17
Appendix B – Adding Event on Website.....	19
Appendix C – Timeline.....	20
<i>6 Months (or More) Before Your Event</i>	<i>20</i>
<i>3 Months Before Your Event.....</i>	<i>20</i>
<i>1 Month Before Your Event</i>	<i>20</i>
<i>1 Week Before Your Event</i>	<i>20</i>
<i>Day of the Event.....</i>	<i>20</i>
<i>After the Event</i>	<i>20</i>
Appendix D – Water Stations	21
Appendix E – Contacts.....	23
Appendix F – Course Setup, Measurements and Certifications.....	24
Course Set Up.....	24
Measurements	24
Course Certification Details.....	25
Validity of Certification*.....	25
Marshalling and Traffic Control	25
<i>Lead Vehicle</i>	<i>26</i>
<i>Trail Vehicle</i>	<i>26</i>
Appendix G – Waiver Form Example	27
Appendix H – Guidelines for Inclusion of Children and Youth in Road Races	28
Appendix I – Day Fees	29
Appendix J – List of Items to Include in Your Budget	30
Appendix K – Materials and Equipment	31
Water Stations.....	31
Timing.....	31
Parking Set-Up.....	31
Course Marking.....	31
Check-In and Welcome Station	31
Award Ceremony.....	32

INTRODUCTION

The main purpose of this document is to provide you with assistance in hosting the best road running event possible. This guide provides basic information for race directors organizing a road race. It will give you the tools and checklists necessary to keep you organized and focused along the way.

Whether you're planning this event for a charitable organization, a foundation, or to bring awareness to your community, remember to have fun along the way, as it will make the journey that much more enjoyable for you – The Race Director!

As each race is unique, there may be deviations from the guide due to logistics, race size or exceptional circumstances.

This guide will be revised if new rules and procedures are put in place or that the information becomes obsolete. The document listed under Policies at: <https://www.runnb.ca/policies/>, on the RunNB website will be the current version.

If you require any further information or have any questions, please contact:

Julia Loparco

RunNB Executive Director anb@anb.ca

A. FIRST STEPS IN ORGANIZING A RACE

Organizing a race on the road requires diligence, care and planning. You want to minimize the risks and problems. You want to hold a quality event to ensure that runners enjoy the course, feel safe, achieve their best and have a desire to come back to your next race.

1. SELECTING A DATE

Early in the year, check the RunNB Calendar of races at: <https://events.runnb.ca/calendar/>, to see which races are already posted. Although it is not always feasible, try to pick a date where there are not too many races listed in your area so that you can attract the maximum number of registrants to your race.

Communicate the date of your race to:

- the municipality,
- the recreation agencies,
- other races in the community.

2. DETERMINING THE RACE COURSE AND LOCATION

You'll want to choose a location for the start and post-race gathering that allows enough space for parking, people gathering and a building or area that can accommodate the number of runners that you plan on welcoming at your post-race awards.

The race course may take various forms but the easiest and most practical is the loop.

- Loop courses are 50 % of the distance in one direction and 50% in the other direction. The overall decrease in elevation between the start and finish should not exceed 1 meter per km. Such a course will be required to homologate provincial records.

If the loop is not an option, you can have a point to point course that may require transportation of runners to the start line.

Measure the course using a car odometer at first to get a general idea of the design. Once you have decided the design, you should measure the course more precisely using a gps watch while running it, preferably with a runner friend with a gps watch so that you can compare the distance each covered. You may also use a bicycle odometer which can give you a fairly accurate measurement.

If your race has a provincial championship status, then, it will need to be certified by Athletics Canada.

See APPENDIX F

Make sure that the highway authorities, police, municipality agree with the route selected.

Decide which part of the street will be available to the runners. Will they keep to the right or the left hand side? Keep your race course design simple.

Draw a map and indicate the course with the distance or distances of your race.

3. CHOOSING THE DISTANCE

The most common distances are:

- 5km,
- 10km,
- Half Marathon (21.1km),
- Full marathon (42.2km).

RunNB offers a provincial championship program for these distances and keeps provincial records on its website.

The shorter distances events will attract more recreational runners, while the longer distances events target the more seasoned runners. The most popular events are the 5 and 10 kilometer races.

4. NAMING THE RACE

Keep your name short and use the same name in all your advertisings.

5. PLANNING REGISTRATION

It is very important to reduce your workload, especially on race day. Two options are possible: online and offline registrations.

Online Registrations

RunNB's calendar allows race directors to use the platform of their choice. There are many services for online registration; most events in New Brunswick use either Trackie.ca, Race Roster or Running Room. However, note that **only Trackie.ca allows race directors to offer a discount to RunNB Membership card holders**. You need to offer a user-friendly way to sign up online. Whatever registration platform you choose, make sure they can deliver on three things:

- First, your users should be able to access the registration directly from your event's website with the click of a button; it should be clearly visible on the main page.
- Secondly, you should be able to customize the form to collect the exact information you need.
- Finally, the information and payments should be automatically processed and guaranteed to make it safely to you and your bank account.

By offering an early registration discount, race directors will have an idea of runner interest for their race and as race day approaches, they will have a better idea of the number of registrants and be able to prepare accordingly.

The registration process can make or break your event. No matter how much marketing and enticing you do, **some people will still show up the morning of your race looking to register**. It is your right not to accept race day registration but it is important to notify runners on your website or brochure, whatever the case may be, if you will or will not be accepting race day entries. You need a good system in place for this, be it a simple one pager or a laptop connected to online registration. The more self-serve you can

make this, the better. You don't want to waste manpower helping people register when you should be worried about start line logistics.

Offline Registrations

If your race may not attract a lot of runners, you may wish to have race day registration only. You will have to prepare :

- the registration sheets;
- the results sheets;
- waiver forms to be signed; See Appendix G
- race numbers & pins;
- stop watches ;
- and some cash for change.

Make sure that your volunteers know what to do and that they are efficient in accomplishing the tasks at hand.

6. SELECTING TIMING

If your race attracts a considerable number of runners, say **more than 50 runners**, you should consider hiring the services of a chip timing company.

Under 50 runners, manual timing is recommended for financial reasons. You will need:

- a stop watch,
- a volunteer used to timing races.
- two volunteers with each a stop watch is even better.

You can also use numbered sticks that you hand out to runners as they cross the finish line and record their time from the stop watch review.

7.PREPARING YOUR BUDGET

As for your budget, it is important to estimate the cost of everything that you will need for the race. Once the total cost is known, you can establish a registration fee. If you really want to do your homework, you can take a look at other successful races to get an idea of what you should be budgeting for and the average registration fee. Events in New Brunswick tend to charge \$20-\$40 per runner. However, bigger events may charge up to \$80 per entry. Make sure that there is perceived value in your fee. See Appendix J.

8. INQUIRE ABOUT PERMITS

Once you have the details of your event sorted out, contact municipal officials to ask about what approvals you may need. Some municipalities require permits if you plan to do road closures or event and noise permits. Even if you do not plan to close roads, you should contact your municipality and make them aware.

Bigger events may need support and approval from law enforcement as well. It's crucial to start applying for permits as early in the process as possible because a delay in approval could affect the intended date of your race.

9. AFFILIATING/SANCTIONING WITH RUNNB

RunNew Brunswick (RunNB) is the provincial body for road running and is affiliated to Athletics New Brunswick. RunNB is the only organization able to sanction road racing events in New Brunswick. **RunNB would not exist without race organizers like you.** This organization belongs to all who have an interest in running. RunNB views itself as a partner for your event to help make it a positive experience for all involved.

When you post your race on the RunNB calendar, your race benefits from all the advantages and benefits that RunNB offers sanctioned races.

RunNB offers:

- free bib numbers
- access to an inflatable race gantry and a large digital clock,
- free medals for Super Series,
- free medals and cash prizes for Provincial Championship races,
- free medals and bibs for kids' events,
- support of RunNB expertise and staff,
- advertisement of your event on the RunNB website and Facebook page,
- posting of the race results and news release on its website,
- liability insurance coverage for your event.

Once your race is posted on the RunNB calendar, it is considered a sanctioned event which has to abide by the rules and regulations of RunNB. Race directors must post their race on the RunNB calendar annually to be sanctioned. Access to Rules and Regulations of RunNB, <https://www.runnb.ca/policies/>

B. PROMOTING YOUR EVENT

The followings are different ways and tips to help promote your event.

1. ADVERTISING

Once you have sorted out the event details and your race is posted on the RunNB calendar, it is time to spread the word.

The internet will be your number one promotional tool. You can set up a race website with a Facebook page where you can inform runners of new developments and receive comments for improvements.

- TIP When using social media and websites to promote your event, be sure to keep them up to date. Even once the race is done, posting information about the plans for next year will capture your audience's interest!

2. SPONSORS

There are two ways to approach potential event sponsors – you can ask for VIK (Value-in-kind) or for money.

VIK can be products, or services that the sponsor offers to you free of charge. If this is your first attempt and are only just learning the ropes on how to organize your first event, it might be unrealistic to go after huge sponsors and ask for large sums of money.

Start by **asking sponsors to chip in** for race supplies. For example, a local business could fund the race t-shirts and get logo placement on the shirts. Or a grocery store could donate finish line refreshments like sports drinks and power bars and get their banners hung along the fencing.

3. AWARDS

Most races have some sort of award for the participants who finish first, second and third place. Awards are typically given in the form of a trophy, or a medal. Both of these items can easily be purchased from local promotional product businesses.

Another product popular with runners are t-shirts to commemorate the race. These can be given out to race participants, sold to spectators, etc. Generally speaking, the same business that creates the awards will be able to do up some t-shirts. This is a great way to promote your sponsors and your event as well as provide participants with a keepsake from the race.

4. RUNNB PROGRAMS FOR YOUR EVENT

RunNB offers three different programs for your event. They are as follows:

Super Series

RunNB will invite race directors at the beginning of the year to submit their race for the Super Series designation. A limited number of races can be awarded that status. It is important that your race has a good organizational track record.

RunNB will provide Super Series race directors with **medals for the top three male and female finishers** in each of the six age categories:

- 19 & under,
- 20-39,
- 40-49,
- 50-59,
- 60-69,
- 70 and over.

The RunNB Executive Director will send the medals to the Race Directors prior to the race. For more information on the Super Series Program, please refer to the RunNB website at:

<https://www.runnb.ca/programs/superseries/> .

Please note. The age categories for the Super Series are different from the age categories of race results and records. Age categories for RunNB results and records are:

- 19 & under,
- 20-29,
- 30-39,
- 40-49,
- 50-59,
- 60-69,
- 70-79, 80 +.

The age of the athlete is determined on his or her age on December 31.

Provincial Championship

RunNB will invite race directors at the beginning of the year to submit their race for the Provincial Championship designation. The Provincial Championship program aims at crowning a male and female champion in each of these **5 distances**:

- marathon,
- half marathon,
- 10km,
- 5 miles,
- 5 km.

RunNB will provide **medals and cash prizes for the first three male and female runners**. For more information on the Provincial Championship Program, please refer to the RunNB website at :

<https://www.runnb.ca/programs/prov-champs/>.

Small Strides, Healthy Lives

The Small Strides, Healthy Lives Program is designed to encourage youth participation in road races during the RunNB road racing season. Your race could include a fun race for children that can be held after the main event. If your race has a kids race, you will need to indicate it in your race posting.

Participants receive:

- a race bib,
- a finisher medal through the partnership agreement between RunNB and the New Brunswick Medical Society.

For more information on the Small Strides, Healthy Lives program, please refer to the RunNB website at: <https://www.runnb.ca/programs/youth/>.

C. VOLUNTEERS AND MATERIALS

Volunteers are crucial to running an efficient and successful race event.

1. RECRUITING VOLUNTEERS

Volunteers should be recruited early in organizing process of your race so that you can count on them on race day.

Volunteers are able to cover a wide variety of positions for your event. They can be used to:

- help set up,
- tear down,
- run water stations,
- work clocks,
- timing,
- assist with planning, etc.

Recruiting volunteers can be done in a variety of ways. Generally, you will find that the majority of your volunteers will consist of friends, family, coworkers, etc., of the organizing committee.

You can also contact:

- local high schools and universities - there are often classes that require volunteer hours as part of the curriculum,
- local running clubs
- other sports groups may be interested in helping out.

Advertise the fact that you are looking for volunteers through social media or posters.

Once you have your volunteers it is extremely important to get them organized and let them know what they will be doing.

- The easiest way to do this is to set up a meeting in advance of the race day itself.
- Have all of your volunteers together and separate them into groups if possible (ex. Water station, start line, registration table, etc.).
- Give each person handouts on what they will be doing and explain it to them in a simple manner.
- Allow time for the volunteers to ask questions and test out any equipment they may be using.

Since many of these volunteers will most likely be arriving early and leaving late on race day, it is beneficial to **have a shift of a few hours so that you don't burn out your volunteer** pool. Remember that these volunteers are donating their time and effort and you should take good care of them if you want them to return for another event. Recognize their contribution publicly and thank them officially at the post-race gathering and in your news release.

Should you have a race wrap up meeting, include the volunteers to generate some feedback from them. Ask them what worked and what didn't – what could have gone better? They are your eyes and ears on

the ground and will most likely have spoken to many spectators and participants. Online surveys sent out in the days following the event can be helpful as well.

2. MATERIALS AND EQUIPMENT

See Appendix K for a thorough list of materials and equipment to hold your event.

D. RACE DAY

On race day, start preparations early in the morning. Preparation is key and as the saying says, “Once the gun fires, it has a life of its own.” There is a lot of work to do!

Make sure that:

- water stations are ready,
- volunteers are in the right place,
- your course is plotted and marked well.

You should aim to make the finish line a party/celebration. You should have music and refreshments for your participants, volunteers and fans. People want to enjoy the event and celebrate their accomplishment – if you entertain them, they will be more likely to return next year!

Prior to starting the race, gather everyone for pre-race instructions. Any pre-race announcements should be loud enough for all participants to hear. This is the time to welcome everyone, give general instructions about the race course, safety and traffic concerns, inform runners of post-race activities and answer any questions runners may have. The race starter should ensure that:

- race timers are ready to start their timers,
- all participants are properly assembled and are behind the start line,
- the start commands are clear (especially for the front runners).

At the start of the race, the start is usually given as “runners ready” and then the start signal is sounded (“Go”). 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. 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.

Once the race begins, the Race Director is still responsible for several tasks, including:

- Check in with water stations and first aid stations (do they have everything they need?)
- Ensure any runners at first aid stations are being properly cared for.
- Monitoring radio channels for any potential problems/situations.
- Preparing for the post-race events (award ceremony, celebrations, etc.).
- Checking in with volunteers as well as law enforcement (if applicable)

During the running of the race the Race Director should make sure everything is going smoothly, make sure the water stations and aid stations have enough supplies. Monitor radio channels if any safety concerns and start preparing post-race events.

E. POST-EVENT ACTIVITIES

Don't forget to thank:

- Any sponsors from your event.
- Local authorities, police, municipalities, etc.
- Volunteers: if they were happy with their experience, they'll help out again. Next time, they'll be even more prepared for the event.
- Your participants: send an email directing them to race results, where to find the event next year, when the website will be updated, when more info will be available, etc.

Communicate with your participants. Surveys are a great option. This should be done ideally within 48 hours of your event. There are several website options to help you complete quick and concise surveys. Survey Website Options: Survey Monkey.

1. PUBLISH RESULTS

IMPORTANT - Send your results to RunNB/media ASAP; runners want to see their time and position.

The final step is to post race results and photos for participants to see (this can be done on your event page and/or sent to RunNB).

For RunNB Series events, all results are to be headlined with the series title and the event name and number. The posting of the results to the web page will be coordinated through the Executive Director of RunNB.

Pos	Name/Nom	Residence	Prov	M/F	Age*	Chrono
1	Mike Davis	Fredericton	NB	M	40-49	33:16
2	Remi Poitras	St-Basile	NB	M	20-29	33:59
3	Shelley Doucet	Quispamsis	NB	F	30-39	36:01
4	Glenn Triles	Rothsday	NB	M	50-59	36:33
5	Alex Coffin	Saint John	NB	M	40-49	37:10

Note: Name, Residence, Prov, Gender, Age or Category and time will be used to log results in RNB database and therefore each piece of information is required to maintain Results, SuperSeries points, Stats and Records

* Age is based on age at end of year (Dec 31st)
 For example if a runner is 49 during the race and has a birthday Oct 16 then they fall into 50-59 age group for the entire year
 For age provide one of:
 - birthday
 - age at end of year
 or
 - age category

Note: If "age categories" are used instead of "age", then each of the following categories must be provided: 19&< 20-29 30-39 40-49 50-59 60-69 70+

Note: Do not send results in PDF format

2. AWARD 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 the same. If there are food and refreshments at a reception, there should be enough for all participants. If food 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!

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

Awards should be given to the top finishers of the event and draw prizes spread out to all participants. 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 the same.

Usually, the open class includes all participants in the other classes, so that for example, 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 as of December 31 in the year of the race.

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.

3. 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.

With larger company sponsors, it can take time for them to provide with you the agreed upon sponsorship. They are often required to consult with their national offices and getting money immediately is unlikely. RunNB will send a sanctioning invoice once results are submitted.

APPENDIX A – EMERGENCY PLAN INFORMATION

Hope for the best – plan for the worst. Communication is key when dealing with an emergency situation.

It is **imperative that you have Certified First Aid Responders at your race** (qualified first-aiders, licensed nurses, paramedics or physicians are generally appropriate personnel). They **must be present for the entire race**. If you are able to get an ambulance with paramedics to be at the entire event, that is a plus.

Take into consideration the amount of people participating and spectating your event. The smaller the event, the less medical personnel you will need – but keep the ratios small! The race director should be made aware of all medical situations.

You will need a **Medical tent**, equipped with chairs, cots, blankets, bandages, water, ice, disinfectant etc.

It is best to have a **written Medical Emergency Plan**. This should include:

- a procedure to follow during a medical emergency,
- a list of key phone numbers,
- who is to take responsibility for each necessary step,
- an ambulance route,
- procedure for transportation to hospital,
- a list of supplies available etc.

All key people at your race should have a copy of this plan. Allow emergency vehicles direct access to the finish line and to your medical tent should the need arise. planning is not limited to medical emergencies, but includes weather and other hypotheticals. Prepare well in advance for anything that could arise.

There may be **uncontrollable circumstances that will force you to cancel or postpone your race**. They include:

- extremely hot or cold temperatures (30 Celsius, plus or minus),
- ice or snow storm,
- flooding,
- new road or bridge construction,
- or any other such conditions beyond your control.

Be proactive and keep an eye out for weather warnings, road conditions and dangers on the race course that may force you to take action. It is preferable to inform your runners the day before the race, if possible.

- TIP Social medias are efficient ways to reach participants. A phone call to those who travel far is also appreciated. You may also post an announcement on your local radio station. Have someone present at the welcome center the morning of the race in case some runners show up, having missed the announcement.

Knowing where to start a plan can be difficult and frustrating – don't be afraid to ask for help. Check with other event directors, local authorities, municipalities, insurance companies and the Canadian Red Cross. These groups will be able to provide you with a strong foundation so that you are prepared for anything.

To **meet standards of emergency planning**, an Athletics Canada Approved Event will have an Emergency Action Plan (EAP).

The Emergency Action Plan :

- will be communicated to all parties (staff, volunteers, participants, partners including municipality, police, fire, military, ambulance as required).
- will include info on how emergency instructions will be communicated to the event community.
- will include an Event Alert System (EAS).
- will outline shelter (muster) locations.
- will have a safety and security operations plan that will include a clear command/responsibility structure.
- will include a plan to check the course the morning of the event for hazards and declare the course safe and open.
- will include a similar process to be followed before volunteers and others step down, knowing that all participants have passed (or failed to meet a cut-off and have been safely removed from the course).
- will declare who makes the official decision that the race may start/has finished/must be cancelled.
- will declare who will communicate with the media in the event of an emergency.

To **meet standards of medical planning**, an Athletics Canada Approved Event will have a medical plan.

The medical plan:

- will be approved by the organization's medical lead.
- will lay out the names and contact information of all medical personnel, as well as their credentials.
- will include a map of the event area with first aid/medical deployments indicated.
- will include an inventory of medical supplies and equipment on hand.
- will include a medical post within 100m of the finish line staffed with at least one paramedic.
- will include a response team on the course.
- will have Health volunteers (first-aiders) trained by medical professionals before the event.
- will ensure Health care professionals and trained health volunteers (first-aiders) along the course are linked through a radio communication system.
- will notify the local hospital/emergency medical service that the event is taking place (by race or appropriate local authority).

Participant medical information

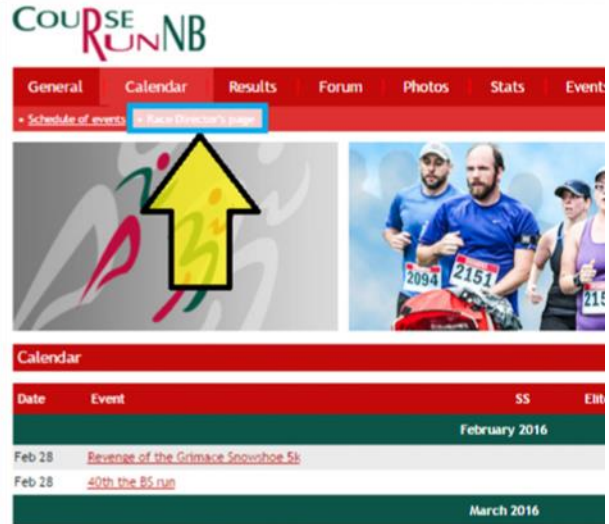
- will be collected,
- will be available to event medical staff,
- will be kept securely and deleted after use.

APPENDIX B – ADDING EVENT ON WEBSITE

As RunNB helps over 100 events a year, it is the responsibility of event directors to add events on the RunNB website. You should list your event as soon as possible. This helps advertising your event and may prevent other events in your area from hosting around the same date. Contact RunNB to get your Login password, if you do not have one.

Adding your event

- Go to www.runnb.ca/Calendar
- Click race director page and login
- Enter your event info (This can be modified anytime with the same login)
- Press Submit.
- Congratulations! Your event is now on our RunNB calendar.



Add Event

[Add Event](#) | [Edit Event](#) | [Delete Event](#) | [Logout](#)

Administrative Information

Race Type: PC 5km PC 5 Miles PC 10km PC 21.1km PC 42.2km

General Information

Event title:

Event logo: No file chosen Currently no logo

City:

Province:

Event date:

Official website:

Super Series Event: [Super Series Criteria](#)

Elite Series Event: [Elite Series Criteria](#)

Course Information

Main distance:

Other distances:

Start location:

Start Time:

Certified course:

Measured method:

Course records:

Year established:

Course description:

Registration Information

Race day registration: yes no

If yes, registration Time:

If no, deadline:

Registration location:

Online registration:

Registration Fee(s):

APPENDIX C – TIMELINE

6 Months (or More) Before Your Event

- Contact your municipality, local law enforcement, etc.
- Apply for all applicable permits.
- Sanction your event with RunNB – RunNB’s insurance renewal is April 1st of every year. Races taking place in early April/May will only get their insurance certificate once our renewal is in effect.
- Determine route (you may want to consider getting your course certified – see section 4).
- Establish an emergency plan.
- Begin process of setting up online registration.

3 Months Before Your Event

- Create posters and other advertisements.
- Create social media pages and websites (update them frequently).
- Find sponsors for race day.
- Begin process of designing & purchasing t-shirts or other event memorabilia.

1 Month Before Your Event

- Contact the media.
- Find and recruit race day volunteers.
- Determine race kit pick-up specifications.

1 Week Before Your Event

- Communicate with race participants; give them details (welcome them!).
- Go over the emergency plan with volunteers & all other details (tasks, set-up, etc.).
- Print bibs & additional registration forms, etc.

Day of the Event

- Coordinate volunteers.
- Set up finish line.
- Set up water stations.
- Tear down.
- Clean up.

After the Event

- Thank everyone involved (sponsors, participants, spectators, volunteers, etc.).
- Send results to RunNB for posting on RunNB results page.
- RunNB will then send a sanctioning invoice.
- Set up a follow up meeting with the organizing committee & volunteers.
- Send post-event surveys and keep website and social media pages updated should you choose to host another event.

APPENDIX D – WATER STATIONS

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:

- For RunNB Series events, water stop frequency must meet the minimum RunNB 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**. Don't forget the first and last water stop – one at the start area, and one in the finish area. Ensure that all 14 volunteers at the water stops clean up all plastic cups and aim towards making the event a “zero footprint” race in your area.
- 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).
- 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.
- 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.
- 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.
- 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.
- **Water should be pre-poured into the cups**. There should also be a provision to fill more cups should it become necessary. **In longer distance event, particularly in warm weather, “sports drinks” should be made available**.
- 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.
- 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.
- **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.
- 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.

- 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.

APPENDIX E – CONTACTS

RunNB Executive Director

Julia Loparco anb@anb.ca

RunNB President

Donald Wade dwade194678@gmail.com

Athletics Canada Road Running Coordinator

John Lofranco jlofranco@athletics.ca

Department of Transportation and Infrastructure

transportation.web@gnb.ca

RunNB General Contacts

Executive Contacts Link <http://runnb.ca/Contact/index.php>

Running Club Contacts Link <http://runnb.ca/Contact/clubs.php>

APPENDIX F – COURSE SETUP, MEASUREMENTS AND CERTIFICATIONS

COURSE SET UP

Consider the following when you are establishing a route:

- If possible, run **circular routes** and have the **runners run facing 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 be completed.
- 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 sidewalk. Try to avoid a sharp turn just prior to (within 15 meters) the finish line.
- If the event route on the Provincial highway is within a municipality, please direct the request to the municipality who, in turn, will address a request to the Department of Transportation and Infrastructure. If the event route on the Provincial highway is outside a municipality, the request should be directed to the Department of Transportation & Infrastructure:
<https://www2.gnb.ca/content/gnb/en/departments/dti.html>

MEASUREMENTS

To find a course measurer in your area or contact RunNB Executives. Measurers can charge a variety of rates depending on the complexity and length of the course. Here are some guidelines of what you can expect from expert measurers:

- 5k or less \$375 to \$550
- 10k: \$750 to \$1000
- Half Marathon \$1250 to \$1750
- Marathon \$2000 to \$3000
- **In general, \$60 to \$100/km with a minimum of \$375**

COURSE CERTIFICATION DETAILS

RunNB believes that every runner deserves to run on an accurately measured course. The best way to ensure this is to certify your course. The Certification program confirms that the advertised race course distance has been accurately measured according to international standards and the measurement data is reviewed by an accredited certifier.

RunNB has a list of trained and certified course measurers available. They accurately measure your course for a reasonable fee. Contact RunNB to make arrangements. The list is available at:

https://www.runnb.ca/ckfinder/userfiles/files/Competent_Measurers_2023.pdf

- TIP – RunNB has the necessary equipment to complete your measurement if you wish to borrow it

Course certification provides an opportunity to be able to conduct meaningful comparisons between different race courses for the achievement of personal best performances, as well as ensuring the fair administration of qualifying times and establishment of records. A properly measured course also helps timing companies to position timing equipment at the appropriate location.

VALIDITY OF CERTIFICATION*

Athletics Canada Certification: 10 years

Events on WA/AIMS Calendar: 5 years

*Should a course be changed in any way from one year to the next, it must be re-measured and a new certification issued.

MARSHALLING AND TRAFFIC CONTROL

Course marshals **MUST** be transported to their positions and briefed on the correct direction of travel. It is highly recommended that ALL Marshalls be briefed prior to the start of the races to ensure that they know their responsibilities during the race.

If possible, provide the marshals with:

- high-visibility vests,
- a flag that can be used to indicate direction.

They should be placed at busy intersections and 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.

Intersections should be controlled by a police officer. It should be noted that unless permission is granted, only a police officer or peace officer (firemen) 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 Vehicle

There should be a lead vehicle at the front of the event. It is imperative that the driver of the lead vehicle know the ENTIRE 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,
- 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,
- provide general assistance to the participants,
- tells the on-course volunteers that the last participant has passed their area and their responsibility at their particular assignment (except for water stop clean-up 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.

APPENDIX G – WAIVER FORM EXAMPLE

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 RunNB waiver shall be used on all registration forms for all RunNB Super Series and Timex races, and must be of a font size that 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 New Brunswick, Sport New Brunswick, Run New Brunswick, 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.

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 19 years of age)

APPENDIX H – GUIDELINES FOR INCLUSION OF CHILDREN AND YOUTH IN ROAD RACES

Here is the Athletics Canada/ Athlétisme Canada’s recommendation.

After review of recommendations from other jurisdictions, consideration of the growth and development factors at play and recognition of the most commonly run distances in Canada, the Run Canada Committee recommends the following progression of minimum age to participate in road races.

Age	Under 10	10	11	12	13	14	15	16	17	18
Maximum distance	3 km	5 km	5 km	8 km	8 km	10 km	10 km	21,1km	21,1 km	42,2 km

Provincial/Territorial branches may choose to include the application of minimum age requirements as a condition for sanctioning.

While participation at these recommended distances is endorsed, **caution is emphasized in not over-training/over-specialising athletes at a young age**. Entry into races should emphasize participation and individual improvement, not performance.

It is well documented that athletes born early in the year have a definite advantage over athletes born later in the year, simply because they can be up to 12 months older than their peers and that athletes of the same age may have significant different biological ages. Therefore, events are encouraged to reward all athletes equally in these age groups by recognising participation, the achievement of personal best, maintaining consistent splits, etc.

For these reasons, provincial/territorial branches:

- do not offer provincial road running championships for younger age groups,
- do not keep records or rankings and
- do not present annual awards.

APPENDIX I – DAY FEES

RunNB sets day fees to cover insurance and sanctioning fees for races. These fees are reviewed from time to time and can change, please stay up-to-date at following link for more information at:

<https://www.runnb.ca/policies/>.

APPENDIX J – LIST OF ITEMS TO INCLUDE IN YOUR BUDGET

The following is a list of items your budget will be spent on (not necessarily an exhaustive list):

- Facility Rental(s)
- Race Souvenirs and memorabilia (T-shirts, hats, gloves, finish medals, etc.)
- Race Numbers and Safety Pins (4 per runner)
- Policing and traffic control
- Sanctioning fees
- Equipment Rental and Vehicle rental
- Food
- Water stop cups, large water containers, and garbage bags
- Awards
- Donations or honorariums to assisting groups and organizations
- Postage, stationary, labels, finish results board, etc.
- Printing costs for posters, registration forms, and finisher certificates
- Design fees for logos, posters, forms, etc.
- Timing equipment rental
- Donation to charity, group or organization, if this is a fund raising event
- Medical Aid for the race.

APPENDIX K – MATERIALS AND EQUIPMENT

WATER STATIONS

(recommendation at every 3 - 6km depending on weather – see Appendix D)

- Water
- Sports Drink
- Pitchers, cups
- Signs

TIMING

- Stop watch
- Results Sheets
- List of runners with bib number
- Computer(s)
- Printer
- Connection Cords
- Power Strip

PARKING SET-UP

- Flags
- Vests
- «Event Parking» Signs

COURSE MARKING

- Traffic Cones/Posts
- All Signage - “Event-in-Progress” Signs
- Barricades
- Mile Markers

CHECK-IN AND WELCOME STATION

- Safety Pins
- Banner(s)
- plain Cups
- Sports Drink Cups
- Table(s)
- Trash Bag
- Extension Cord

- Table
- Tent
- Tent Shield
- Signs
- Sign Holders
- 2-way Radios
- Flour Flags
- Scissors
- Administration Box First Aid Kit
- Tape
- Directional Signage
- Chairs
- Printer Paper
- Scratch Paper
- Extra Ink Cartridge
- Cash Box (3) (Change, Extra Pens)
- Clip Boards
- Registration Folder (per distance)
- Registration Tent Signs
- Blank Bib #'s Sharpie
- Check-In Folder (per distance)
- Check In Tent Signs
- Check In List Pens
- Goody Bag Set-Up
- T-shirts
- Goody bags
- Other Day-of Registration Forms
- Pens
- Waiver
- Highlighter
- Waiver Sign Sheet
- Bars
- Flyers
- Scratch Paper
- Paper towels
- Trash bags
- Generator
- Mega phone(s)
- iPod Appropriate music

AWARD CEREMONY

- PA System with Mic