

Race Director's Check List

This is a race director's check list and merely serves as a guide. The category of the race and size of the field will dictate which of these items require the most attention, if any. It is the duty of the race director to co-ordinate all functions by assigning jobs through special committees, sponsors and volunteers. REMEMBER, if you hire a road race service, it will take care of many of these items.

<p>Pre-Race General meeting Publicity Race ad in local publications (IMPORTANT) Sponsors/Road Race Service Brochure design/printing Road Race Service Contact USATF Organizational Membership (IMPORTANT) USATF Sanction and Insurance (IMPORTANT) Course measurement/certification (IMPORTANT) Course marking Finish line meeting Awards Race mementos (T-shirts, etc.) Race numbers and computer chip Safety pins for bib numbers Computer data entry</p> <p>RACE DAY Registration/announcements Packet pick up USATF individual membership forms Race mementos (T-shirts, etc.) Race numbers and computer chip Computer data entry</p>	<p>RACE DAY (Continued) Traffic control/barricades Parking Rest rooms Ambulances Start/staging Pace vehicle Aid stations (IMPORTANT) Splits Water hoses on course Start/Finish banner (IMPORTANT) Finish line chutes & helpers Electronic timing Selective timing Finish line water Refreshments Photos for OKR, newspaper, website Posted or computer results Awards ceremony Special equipment</p> <p>POST RACE Pick up equipment & supplies Results for publication, publications & USATF (IMPORTANT) Results for web posting Results for mailing to participants</p>
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