

CMRA RACE DIRECTOR GUIDELINES

· Race Directors:

Jan	Lake Arbor	Ken Randall	303-422-3745; runnerincolorado@juno.com
Feb	Forty Furlongs	Jason Myers	720-936-7860; myersjn@yahoo.com
March	Spring Spree	David Wise	303-955-8492; catnipw@comcast.net
April	Bluffs Run	John Perez	303-912-6401; jperez@1290@hotmail.com
		Dave Banko	303-799-3500; david@banko1.com
May	Memorial Run	Kellie Steward	303-422-2054; kelliesteward@hotmail.com
		Connie Ahrnsbrak	303-985-1168; Cahrnsbrak@yahoo.com
June	Sand Creek	Rob Fisher	720-333-0624; Rob_Fisher@bonfils.org
		Dan Shaw	720-480-2370; dshaw_64@yahoo.com
July	White Ranch	Chris Stone	303-554-0870; cws_boxster@yahoo.com
		Theresa Do	303-438-8685; theresahdo@yahoo.com
August	Fairmount Park	Kristin Moreau	303-279-3509; comoreau@q.com
		Monica Ryan	303-936-4988; monica.ryan@qwest.com
Sept	Hildebrand Ranch	Dave Black	303-781-1738; DGLJ11@msn.com
		Jim Romero	303-794-2952; JRom794@aol.com
Oct	Coal Creek XC	Rich Fitzpatrick	303-955-6005; richfitzpatrick77@gmail.com
		Vici DeHaan	303-494-1782; vdehaan@qwest.net
		Mike Brenner	303-755-8395; runmar315@comcast.net
Nov	Stone House	Lucy Fales Evans	720-922-8110; lsmevans@msn.com
		Kim Massey	303-765-5512; kim5512@msn.com
		Scott McFarlane	303-904-4542; simcfarl@pcisys.net
Dec	Aurora Sports Park XC	Dan Shaw	720-480-2370; dshaw_64@yahoo.com
		Rob Fisher	720-333-0624; Rob_Fisher@bonfils.org

· **Co-director** – A co-director who knows or is learning your race and can share your responsibilities is strongly encouraged. Contact Dan Shaw (720) 480-2370 for assistance in finding a co-director.

At least 3 months prior to your event:

· **Course lay out and measurement** – Finalize course design. Rob Fisher (720) 333-0624 and Bill Smitham (303) 279-0362 have club Jones counters on a bicycle. GPS may also be helpful, especially for trail races, as can be the USATF website's (www.usatf.org) "create route" feature on their road running page. You may need to alter the venue

or the course lay out based on feedback from governing agencies. Please remember to set up a 5K short course for walkers if your course is longer than 5 miles. A Kids Run may be set up if desired.

· **Permits and insurance** – Contact the governing agencies for your venue for event approval and to confirm date and time. Permits should be finalized at least one month prior. Contact Tim Steffans, colorado@rrca.org, if interested in having the event named a RRCA state championship race. Contact Dan Shaw (dshaw_64@yahoo.com; (720) 480-2370) if a governing authority requests to be a named insured on the liability insurance certificate for your race. If you would like to obtain a CMRA check for permit fees or deposits, obtain the reimbursement request form from the CMRA website (www.comastersrun.org), complete it and mail with the invoice or other documentation to Amy Lease (3009 S Holly Place, Denver CO 80222-7010). Requests can also be emailed to Amy at CMRA.CO@gmail.com.

· **Parking and bathrooms** – Confirm with the governing authority these will be unlocked and available suitably early on the day of the event. Obtain emergency contact numbers for the venue in case the bathrooms are locked on the morning of the race.

· **Flyers and posters** – If desired, prepare a race flyer (double-sided templates in 8-1/2" X 11" tri-fold (C-fold) and 8-1/2" X 3-2/3" flyer are posted on the CMRA website), or prepare a flyer of your own design. For printing, many race directors use John Bekerman (jbek8879@aol.com; 303-426- 6017). Typically 250-300 flyers are printed in a bright color for distribution to local shoe stores (noted below) and whatever other selected locations you choose. Email the flyer file to John, request him to ship the printed flyers by UPS ground (local delivery only takes one day) to your address and to send the invoice to: CMRA, Attn: Amy Lease, 3009 S Holly PI, Denver CO 80222 or by email at CMRA.CO@gmail.com. Contact Dan Shaw for information about creating posters.

At least 2 months prior to your event:

· **Awards** –Awards are presented to the top 3 male and female racewalkers (5K distance) and male and female runners in the following age groups: high school (14-18); open (19-34); 35-39; 40-44; 45-49; 50-54; 55-59; 60-64; 65-69; 70-74; 75-79; 80+. Confirm with Tom Chambers (303) 797-8854 the awards to be presented.

January	Lake Arbor	5K	Ribbon
February	Forty Furlongs	5 miles	Ribbon
March	Spring Spree	10K	Medal
April	Bluffs Lake	5K	Ribbon
May	Memorial Run	10K	Medal
June	Sand Creek	5 miles	Ribbon
July	New Trail Run	TBD	Medal

August	Fairmount Park	5K	Ribbon
September	Hildebrand Ranch	8.3 miles	Medal
October	Coal Creek	5.72 miles	Medal
November	Stone House	8.6 miles	Medal
December	Aurora Sports Pk	12K	Medal

· **Prizes** – Contact Cheri Miller at Great Harvest Bread (303) 420-0500 and arrange to pick up bread the day before the race; also call again the week of the race to remind and confirm. For races in the southern part of the metro area, the Great Harvest Bread store at Orchard & University has also worked with us.

Feel free to solicit other businesses that may be willing to support your race. However, you do not need to contact any of the running stores noted below. Except for a few special arrangements, the CMRA gift coordinators noted below will contact the running shoe stores as noted below to request and pick up giveaways (gift certificates, socks, hats, etc.). All of these running shoe stores will accept flyers, and most will accept posters.

- o Road Runner Sports: 10436 Town Center Drive #300, Westminster CO 80021; (303) 465-6022, Ken Simons;
- o Runners Roost: 7978 W Alameda, Lakewood CO 80226; (303) 991-1851, Scott McFarlane;
- o Runners Roost: Jon Shulz, 1685 S Colorado Blvd #J, Denver CO 80222; (303) 759-8455, Rich Romero;
- o Runners Roost: Ed, S Parker & Arapahoe Roads, Aurora CO 80016; (303) 766-3411, Rosalia Murch;
- o Runners Roost: 459 S McCaslin Blvd #2, Louisville CO 80027; (303) 926-5448, Bruce Kirschner;
- o Runners Roost: 9994 Commons Street, Suite 230, Lone Tree CO 80124; 720-596-4384, John Perez;
- o Boulder Running Company: Mark Platjes, 2775 Pearl St #103, Boulder CO 80302; (303) 786-9255, Ken Simons;
- o Boulder Running Company: 8505 W Arapahoe Rd, Greenwood Village, 80112; (303) 990-5000, Connie Ahrnsbrak;
- o Boulder Running Company, 8116 W Bowles Avenue, Littleton CO 80123; (303) 932-6000; Connie Ahrnsbrak;
- o New Balance: 3139 S Broadway, Englewood CO 80013; (303) 399-6222, no coordinator assigned;
- o New Balance: 525 Zang Street, Suite D, Broomfield CO 80021; (303) 466-6207, no coordinator assigned;
- o Fleet Feet, Boulder: 2624 Broadway, Boulder CO 80304; (303) 939-8000, Bruce Kirschner;
- o Savini Shoes, North Denver: 4421 W 43rd Avenue, Denver CO 80212; (303) 377-3272, no coordinator assigned.

1 month prior to your event:

· **Volunteers** – It cannot be emphasized too strongly that it is critically important to a successful to contact each of the following individuals regarding their specialty. If they are able to help, great. If not, you will need to arrange to have someone fulfill their specialty.

Race equipment – Joe Baird (303-758-1934, jbaird@buehlercompanies.com), has taken over from Joe Sanchez in storing the club’s race equipment between events. In addition, you may need to contact the prior

race director to coordinate obtaining the equipment used in the prior race. If your event is a trail race, you may want to purchase flour and/or ribbons ahead to mark your course, which will most likely be need to be laid out the day before the race. For reimbursement of the purchase of course marking material, obtain the reimbursement request form from the CMRA website (www.comastersrun.org), complete it and mail with receipts to Amy Lease (3009 S Holly Place, Denver CO 80222-7010). Reimbursement requests can also be scanned and emailed to Amy at CMRA.CO@gmail.com.

In addition, the club owns the following race equipment:

- 37 mile marker and course marking orange rubber cones (useful for races on roads or bike paths but not on many trail courses because they are too heavy to transport without a bike or other vehicle);
- Corrugated plastic mile markers and arrows, 2 dozen wire sign supports, material to make additional signs (very light, easy for a single runner to carry all 2 dozen signs for several miles);
- 200 orange and 100 blue course marking flags (also very light and easily carried by hand);
- 10 finish chute posts (with bases, very bulky) and their storage box;
- Display clocks and stands (one newer digital and one older analog);
- Printing timers (one old and one new);
- 6 tables (3 are folding) and 2 folding chairs;
- 3 water jugs and 1 coffee maker;
- Several sheets of corrugated plastic and corrugated plastic scoring boards;
- Trash can, drink tub, and rope;
- Registration tub and its contents.

Registration – Rosalia Murch (303) 693-2278 or Connie Ahrnsbrak (303) 985-1168 (registration tub) and Amy Lease (303) 588-8492 (cash box); Tom Alison (303) 791-6166 and Joe Baird (303) 758-1934 also are experienced hands.

Finish line - Joe Baird (303) 758-1934 is our best resource; timers are kept by Joe or in the registration box. Contact Connie Ahrnsbrak (303) 985-1168 if you need scoring boards. Tom Alison (303) 791-6166, Ken Simons (303) 421-5835, Mike and Chris Vanoni (303) 744-9067, Rob Fisher (720) 333-0624, and Rich Romero (303) 751-4284 are all experienced resources you may want to contact for help at the finish.

Course marshals - Determine where they are needed and secure volunteers. (The people noted above may be able to help.) Position volunteers on the course at least 15 minutes prior to the start. It can be very helpful in coordinating the event for volunteers to have cell phones.

- **Bathrooms** – If bathrooms are not available in the start/finish area, arrange for portable toilets with a port-o-let service. If fewer than 100 participants expected, get one; if more than 100 expected, get two units.
 - Liberty Waste Management** – ph. (303)242-4431 (office), (303)815-7224 (cell) <http://libertyportables.com> (\$115 - most frequently used of late);
 - United Site Services** – Brett, contact person ph. (303) 917-3994 or (303)298-7300; fax (719) 475-2361; CMRA's customer ID# DEN-17224 (\$145);
 - Empire** – ph. (303) 901-5511 (\$125 for single units; \$110 each for two or more);
 - S & B** – ph. (303) 341-6800 (\$145 each, includes seat cover and hand sanitizer);
- **Soft drinks/snacks** – In addition to filling the water jugs, plan on at least 1 soda or other drink per participant – 2 if it's hot. The race director from the prior month's race may have drinks left from previous events. For additional supplies, Costco and other discount centers are recommended. Obtain the reimbursement request form from the CMRA website, www.comastersrun.org, complete it and mail with receipts to Amy Lease (3009 S Holly Place, Denver CO 80222-7010) for reimbursement. Reimbursement requests can also be scanned and emailed to Amy at CMRA.CO@gmail.com.

The week of your event:

- **Toilets and parking** – Confirm bathroom and parking arrangements with governing agencies and/or port-o-let service, as needed. Confirm emergency contact numbers for your venue.
- **Timing boards** – Make sure you have prepared timing boards for scoring the race. Contact Connie Ahrnsbrak (303) 985-1168 if additional boards are needed. Contact Scott McFarlane (303) 904-4542 (simcfarl@pcisys.net) to have race tags made.
- **Course set-up** – For trail courses, obtain flags, purchase flour, ribbons or sidewalk chalk according to preference, and mark the course the afternoon prior to the race. You may also want to set out mile markers a day early. *Please note:* cones, temporary signs, flags, flour and ribbons are typically acceptable as markers; however, most jurisdictions frown on painted markings.

The day of your event:

- **Toilets and parking** – Arrive two hours early the morning of the race and call the emergency contact if needed to open bathrooms and/or parking.

- **Course set-up** – Two hours before the race set out (or if set the day before, check and re-set if necessary), mile markers and course markers as needed.
- **Finish line** – 30 minutes prior to the start, confirm timing clock(s), finish clock(s), and chutes in position and ready.
- **Course marshals and water stop(s)** – Instruct and position volunteers on the course at least 15 minutes prior to the start. When the race begins, it's helpful to have a sweeper (with a cell phone) who can trail the last runner to notify your marshals and water stop volunteers when the last competitor has come through and the volunteers can start picking up their water stop. The sweeper can also begin picking up the course, or signal other to begin picking up the course. If possible, get everyone's cell phone number, just in case you need it.
- **Starting line** – 5 minutes prior to the start, gather runners at the starting line, make announcements and describe the course. Start the runners on time if possible.

After the running is done:

- **Pick up course markings** – Pick up course markings as soon as possible after the last runner finishes. You have responsibility to collect all course marking materials and coordinate delivering them to the race director for the following month. It is recommended to delegate this task to someone else so you can coordinate awards, prizes and other finish area activities.

Contact Joe Baird and arrange to return all club equipment. Let Joe know if you are handing over any course marking or other equipment directly to the director of the next CMRA race.

- **Results** – Compile results, present awards, and raffle off prizes in a timely manner. Check with Connie Ahrnsbrak (303) 985-1168 to see if she can provide results to Scott McFarlane (simcfarl@pcisys.net) for the website and to Jane Harbert (tace_tigger@hotmail.com) for the newsletter; if not, you will need to do this.
- **Clean up** – All venues are concerned about litter. Be sure to pick up trash thoroughly after the event, replacing picnic tables/trash cans that were moved, locking gates/doors as needed, etc. Course marshal volunteers may be helpful with these tasks!
- **Wrap up article** – Write your article about the race (don't forget to thank your volunteers!) and send with the race results (if Connie does not do this for you) to Scott McFarlane (simcfarl@pcisys.net) for the website and to Jane Harbert (tace_tigger@hotmail.com) for the newsletter. You may also want to contact Colorado Runner Magazine (www.coloradorunnermag.com) with a photo, article, and results.

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