

RMRR Trophy Series – Race Director Instructions

Last updated 22Aug2016 Dave C

Before the Race

- Get the permit and course map from the Race Committee Lead
- Get the volunteer listing from the Volunteer Chair. They will work with you to make sure you have enough volunteers.
- Pick up the van and any needed gear at the club storage facility. Get the van and facility keys from David Rothenburger. The facility is at [9940 E Costilla Ave, Centennial, CO 80112](http://www.rmrr.com/9940-E-Costilla-Ave-Centennial-CO-80112). You enter the gate using this code:

036# our storage unit, followed by the #
7677* RMRR (on a phone keypad), followed by *

When the gate opens, drive through, then turn left and go all the way down to the end of the row, then turn left again. Our unit is at the SE corner and has a worn RMRR magnet on the door.

Food and Drink

You can spend roughly \$35-40 on food and drink for the race. In the warm months, buy bagels, fruit, cookies, etc. In colder months, focus on the bagels and hot drinks below.

Hot Chocolate and Coffee

In the coldest months (November through Feb/March), it's great to have coffee and hot chocolate for after the race. We have insulated drink containers in the club storage facility (brown rectangular plastic things with clip tops and spigots) that will keep hot drinks very hot. You can make one container each of coffee and hot chocolate like this:

Coffee – pick up the big coffee maker in the back of the storage facility. Make a full container of coffee with roughly 2 lbs of Folgers. This will take around 75 minutes to complete brewing, so give yourself lots of time! Once done, carefully pour from the pot into an insulated container.
Hot Chocolate – put the right amount of hot chocolate mix in the container, then boil water on your stove and put it in.

It takes extra time on a race morning to do this, but man, is it appreciated!

At the Race

Make sure to arrive a couple of hours before race time to get everything set up.

- Mark the course. Make sure all turns are marked with flour or chalk, and that all likely wrong paths are blocked with at least 2 cones. We tell people “do not run between cones”, so use that as your guide when setting up.
For turnarounds, use a big cone at the center surrounded by 3-5 cones on the outside giving a turning lane. Mark that with flour, too.
Make sure anyone using the path won't be impeded by our markings, though!
- Mark both ends of the course with “RMRR Race in Progress” signs.

- Set up the finish line. We typically use 2 lanes for people to queue in after the finish line, and the shorter the race, the longer the lanes should be.
- Set up the registration area

After the Race

Time to clean up and pack it all away.

- Take down the finish line. We often have lots of people helping do this and load the van.
- Reload the van neatly. Try to load nicely so the next director knows where everything is!
- Drive the course and clean up all cones and signs
- Make sure the van has at least ½ tank of gas. If not, fill er up.
- Return the van to the storage site. Leave the back doors open so the van can air out.
- If YOU have the cash box, Balance it using the instructions inside.
- Place any receipts from your food and drink and gas purchases inside the cash box, and take cash out. Make sure to mark the balance sheet with your figures, rounding to the nearest \$.
- Lock up the storage site and go home, knowing you did a fantastic service for the club!

Van Equipment List

- Tables:** 2 long tables for registration, 1 short table for the finish line, and 1 short table for each water stop. If the venue has tables, leave the long tables in the van.
- Large clock.** The clock sits on the table by the van. Make sure it's plugged in when you leave it.
- Chairs:** 4 for registration and 1 for each water station.
- Stanchions** (plastic poles for finish line): 8-10 for each line of flagging (24-30 for 2 chutes). These are in the olive-green canvas bags on the shelf behind the clocks.
- Stanchion bases** (large black rubber): 1 per stanchion.
- Weights:** 1 per stanchion. Usually 8 per box.
- Flagging:** 2 or more bundles for each line. These are in the blue milk crates on the west side of the shelving in the back room. Bring 3-4 bundles.
- Mile markers:** For a 5 mile races and longer, use the white, wooden mile markers located in a pail at the back of the storage area. For 4 miles and shorter, use the large orange cones.
- Small and medium orange cones.** As many as needed block off paths we won't use on the course, to mark turns, crossing trails, etc.
- Flour to mark arrows on the course.** Flour is in a bag on the west side of the storage room.
- Timers:** We have two "Time Machines". These are in blue bags that say "Time Machine" on them. Bring both and plug them in overnight at your house the night before the race. Make sure that there is enough paper. Extra paper should be in the case.
- Water Jugs** (Orange Gatorade, white Igloo or yellow Igloo): Bring 1 for start/finish and 1-2 for each water station. More may be needed for hot weather and longer races. It's much better to have too many than too few. Load these at the back of the van, so you can access them when you fill them at home. Use a garden hose. Store empty with lids off so that they can dry.
- Cups:** Cups are on a shelf on the east wall in a large cardboard box. Take more than you think you need—no running out on race day!
- Bowflags:** These are the yellow banners to mark the race locations. They're in forest green bags and are located near the clocks or already in the van. Bring all three.
- Cash box.** The cash box is a tan metal box, and will either be on the table by the van OR held by one of our board members. If you're holding the cashbox before the race, take the cash box into your house at night and don't leave it in the van.
- Large new easel and bulletin board.** Bring the board and easel so we can post announcements.
- Large plywood "Race-in-Progress" signs:** One for the race start and others for where trails cross our course or where traffic drives next to the runners.
- Taped scoreboards:** Bring 2. These are in the front room on the north wall by the veneer cabinet. If there aren't any ready for the race, with two-sided tape on them ready to peel, get a couple Put the two sided tape on the scoreboards prior to the race. The two-sided tape is in the blue box.
- Raffle Items and Kids Run Prizes.** Gift certificates are usually in a folder on the table by the van OR in the cash box. Kids prizes are in a cloth bag on the tables by the van. Raffle items are usually in a blue race bag on the table by the van OR in the large plastic Finish Line / Registration box.

- **Race folder** – print these things out and bring them with you.
 - **Permit**
 - **Course map**
 - **Volunteer assignment form**
- **Printed start tags and Start Time listing.** These are typically brought by the scorer on the day of the race. However, they might be in the office. If they are, you will find them in a folder on the table by the van.
- **Finish line/Registration box:** Large black Rubbermaid box. Located in the storage room on the east side, usually on the table by the van. Check it and make sure it has all these items inside. If you're low on pens, get more fine-tip Sharpies at Office Depot. If you need more forms, ask the membership chairman to print more and bring them.
 - **Pens.** For cold weather make sure you have sharpies because ball point pens congeal in the cold.
 - **Blank tags/Runner tags.** These are rubber-banded together in the front of the briefcase. If we don't have enough, the supply box is in the back room on the south wall, 3rd shelf up.
 - **Ribbons:** 1st-15th for runners, 1st-3rd for walkers, fast male/female. These ribbons can be found pre-packaged in a marked box on the second shelf on the east wall in the back room of the office. Please look at the pack of ribbons to insure that they are all there!
 - **Wooden alphabet blocks** for registration
 - **3 clipboards with waiver forms.** Extra forms can be found in the filing cabinet (race forms). If you don't have enough waivers, check the file cabinets on the east wall in the front room. See the drawer marked 'forms'.
 - **Spikes 1-6.** These are metal loops with a numbered tag on them. They're in the bottom of the blue box, possibly in the aprons.
 - **Safety pins**
 - **Aprons** with pens, turkey tags and closed chute tags.
 - **2 Clipboards with stopwatches** (make sure they work and a reset to 0:00 and select time sheets. Extra time sheets can be found in the filing cabinet (race forms).
 - **Membership applications**
 - **Other club promotional material** and flyers.
 - **Raffle tags** for prize drawing
- **Trash cans and bags.** 2 for start/finish and registration area, 1 for each water station (if available) and 1 for ice and drinks. Tie two trash bags on each handle. The trash bags are in the back room on the west side near the front of the back room.
- **Prizes for drawings:** Food for the volunteers and runners. You have a \$25 budget to purchase bananas, bagels, donuts, cookies. Use your judgment, buying what's on sale to feed the masses.
- **Drinks:** Take whatever is left from the previous race. Buy additional as needed. The budget for drinks is in addition to your \$25 allowance.
- **Emergency Preparedness:** make sure your volunteers at the start/finish and aid stations have cell phones and course maps or directions to start and aid stations. Aid station volunteers should be able to direct emergency personnel to their section of the course as needed.

Optional Items

- Cooler** if you need ice for food or drinks
- Pitchers** to mix Gatorade in if 8, 9, or 10 mile race. Don't mix Gatorade in the water jugs themselves because it's wasteful. We always end up throwing some away.
- Powdered Gatorade mix.** In the back room on the west wall, 2nd or 3rd shelf.
- Cat litter** to provide traction when we have ice on the course.
- Pop-up tent and side walls.** Bring this when weather threatens or if it's going to be very hot and there is no shade at the venue. The tent is in a blue bag on the floor behind the clocks. We supposedly have sides for the tent, but these haven't been used in years.
- Broom/snow shovel:** As needed depending on course and weather. Even in good weather you may want to sweep the finish line area.

Loading the Van

- Van keys are on a hook on the key post towards the front of the back room on the east side. Check the level of gas in the van. If it's below half a tank, fill up the van and take money from the cash box to reimburse yourself, leaving a receipt in the cash box. The gas tank is on the driver's side.
If you have any mechanical problems with the van call **Ken Applegate at 303-733-1602.**
- Load the tables on their long side, angled against the wall, just behind the driver.
- Load the large clock (and tent if used) next to the tables. The weight will help to keep them from tipping over.
- Place rubber stanchion bases on top or next to clock/tent.
- Load the race in progress signs in the back by the spare tire. Use the bungee cords to secure them.
- Water close to the back door so that you can fill them at home. Try to have enough equipment around them so that they don't tip over and spill.
- Keep the scoreboards and other paper material off the floor in case the water does spill.
- Store mile markers and cones in the back of the van or next to the side door for easy unloading while setting up the course.
- Weights should also be stored away from the doors so they will not tip out and come down on anyone's precious feet!
- PLEASE!** Store cash box and timers in your house overnight! Remember to charge the timers. In addition, make plans to lock the cash box up after registration and before the start of the race.

Unloading

- Store all equipment back where you found it.
- Reimburse yourself for any race expenses:
 - Record your expenses on the ledger inside the cash box
 - Mark your receipts with the race name and date, and place them in the cash box.
 - Take that amount of cash from the cash box. Go to the nearest dollar – don't worry about change.
- Reconcile the cash box. Follow the instructions in the lid of the cash box to balance after the race. If you reimburse yourself for race expenses, make sure to record that amount before you complete reconciling.
- Throw the trash away at home. We don't have trash rights at our storage facility.

Food for August Race

- 100 Hamburger patties
- 48 Hot dogs
- 30 Veggie Burgers
- 120 Hamburger Buns (10 x 12)
- 48 Hot Dog Buns (4 x 12)
- Lettuce – 2 heads
- Tomatoes – 5lb
- Cheese slices - 100
- Pickles – 1 big jar
- Condiments – salt, pepper, mustard, mayo, ketchup, relish
- Pop – 4-5 cases (include some type of flavored or sparkling water)
- Charcoal – takes one big bag (20lb) to cover both grills well.
- Lighter fluid
- Ice – 60 lb

Peripheral items at the storage facility. Review and buy more if needed!

- Solo cups – 150
- Plates – 150
- Utensils – knives, forks, spoons
- Napkins
- paper towels
- Matches or propane charcoal lighters
- Foil trays – 6 - 8
- At least 2 spatulas for grill
- Aluminum foil
- Saran wrap
- Spoons for serving