

**MRA**

# **Race Directors Guide**



## **Introduction**

Since 1971 the Manitoba Runners' Association (MRA) has been the premiere association supporting running in Manitoba. The MRA is a non-profit organization that sanctions races and provides help and support for race directors throughout the province.

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## **Race Directors**

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### **2018 COURSE MEASUREMENT & CERTIFICATION**

Athletics Canada (AC) believes that every runner deserves to run on an accurately measured course. AC's course certification program confirms that the advertised race course distance has been accurately measured according to international standards and the measurement data has been reviewed by an accredited certifier.

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.

The standards for course measurement are jointly established by the Association of International Marathons and Distance Races (AIMS) and the International Association of Athletics Federations (IAAF). The system is managed by experienced course measurers. In Canada, this service is managed under the authority of Athletics Canada.

### **Course measurement information**

The required method for measuring a running course is the Calibrated Bicycle Method using a Jones/Oerth Counter. The running course is defined as the shortest possible route that a runner can take without being disqualified. It should be measured along the shortest possible route, no more than 30 cm from curbs, cutting across the road to follow a direct tangent between turns. A short course prevention factor of 1m per km is included in the measurement. Measuring the course in this way ensures that all runners will run the stated course distance.

Obtaining a course measurement via car odometer, GPS, online measurements or aerial survey maps is not acceptable.

### **Course Certificate Information**

Athletics Canada manages Canada's national certification system. A certified course is measured according to international standards. The measurement data is sent to Athletics Canada's Chief Measurer and National Certifier, who then verifies it. If the data is found to be accurate, a certificate with a course identification (ID) number will be sent to the measurer. A copy of the certificate with ID number, along with a course map, will then be forwarded to the Race Director.

Courses must be certified every ten (10) years or whenever road changes have been made. Courses not measured in the above manner are not accurate and the event must be designated as a fun run. Race Directors choosing to utilize previously certified courses need a copy of the map to ensure that the course is laid out correctly.

For more information pertaining to course measurement, contact:

#### **Laurent Lacroix**

IAAF/AIMS Grade "A" Measurer  
(204) 229-5652

#### **Murray Rose**

Email: [mvrose@shaw.ca](mailto:mvrose@shaw.ca)

#### **James Slade**

Class "C" Measurer  
(204) 232-1969

**To see an up to date listing of certified courses in Manitoba, go to:**

**<http://www.acroad.ca/Directors/CourseMeasurement/CertifiedCourses/>**

# Important Contact Information

## **Manitoba Runners' Association**

Kathy Wiens, Executive Director  
Box 34148 Fort Richmond  
Winnipeg, MB.  
R3T 5T5  
Phone: 204-477-5185  
E-mail: [office@mraweb.ca](mailto:office@mraweb.ca)

## **City of Winnipeg – Planning an Outdoor Event**

Race Directors can find guidance for all permitting requirements and procedures at:  
<http://winnipeg.ca/filmandspecialevents/pdfs/PlanningAnOutdoorEvent.pdf>

Scott Stewart (this should be your first contact for city information)  
Special Events Liaison-City of Winnipeg  
Email: [sstewart@winnipeg.ca](mailto:sstewart@winnipeg.ca)  
Office: 204-986-2976  
Cell: 204-619-4865

## **City of Winnipeg Parks (St. Vital, Kildonan, Whittier & Crescent Drive)**

Race Directors can find guidance for all permitting requirements and procedures at:  
<http://winnipeg.ca/filmandspecialevents/pdfs/PlanningAnOutdoorEvent.pdf>

Park Bookings Office Phone: 204-986-7469

## **Assiniboine Park Conservancy**

Lisa Lowe  
Phone: 204-927-6085  
E-mail: [l Lowe@assiniboinepark.ca](mailto:l Lowe@assiniboinepark.ca)  
Events general phone number: 204-927-6060

## **The Forks National Historic Site (Parks Canada – permit)**

Kate Donetz- Special Events Coordinator  
Phone: 204-983-2348  
E-mail: [kate.donetz@pc.gc.ca](mailto:kate.donetz@pc.gc.ca)

## **The Forks North Portage Partnership-Forks Renewal Corporation**

Kristin Pauls – Events Manager  
Phone: 204-987-4378  
Email: [Kristin.pauls@theforks.com](mailto:Kristin.pauls@theforks.com)  
Alternate email: [event@theforks.com](mailto:event@theforks.com)

## **Birds Hill Provincial Park**

Melissa Bergen - Park Activities Coordinator

Phone: 204-795-7665

E-mail: [Melissa.Bergen@gov.mb.ca](mailto:Melissa.Bergen@gov.mb.ca)

## **Medical Services**

### **Canadian First Aid Training**

Christian Clavelle

Phone: 204-955-9241

Email: [CC@Canadian-Training.ca](mailto:CC@Canadian-Training.ca)

Website: [www.Canadian-Training.ca](http://www.Canadian-Training.ca)

### **Xtreme Sports Medics**

Robert Paige

Phone: 204-583-7474

Email: [Robert@mxmedics.com](mailto:Robert@mxmedics.com)

### **Canadian Ski Patrol – Red River Zone**

Lori Natuik

Email: [m.natuik@shaw.ca](mailto:m.natuik@shaw.ca)

### **Accurate Fire & Safety-Special Event Medical Division**

Gerry Desjardines

Phone: 204-890-3238

Email: [mbspecialeventsmedics@gmail.com](mailto:mbspecialeventsmedics@gmail.com)

### **St. John's Ambulance**

Ruth Howard

Phone: 204-784-7025

Email: [Ruth.Howard@mb.sja.ca](mailto:Ruth.Howard@mb.sja.ca)

### **WINSAR (Winnipeg Search & Rescue Volunteer Association)**

Randy Antonio

Email: [info@WinnipegSearchandRescue.ca](mailto:info@WinnipegSearchandRescue.ca)

[www.WinnipegSearchandRescue.ca](http://www.WinnipegSearchandRescue.ca)

<https://www.facebook.com/winipegsearchandrescue/>

## **Results/Timing Services**

### **Race Results**

Steve Gajerski

Email: [timing@raceresults.ca](mailto:timing@raceresults.ca)

Website: [www.raceresults.ca](http://www.raceresults.ca)

### **Prairie Timing Services (formally City Park Timing)**

Dwayne Olson

Phone: 204-451-1349  
Email: [prairietiming@gmail.com](mailto:prairietiming@gmail.com)

### **Swamp Donkey**

Rick Shone  
Phone: 204-793-1314

### **Zone 4 Timing System** (system rental & training)

Cindy Low  
Phone: 1-888-444-0199

## **Registration Services**

### **Running Room**

Website: <https://www.runningroom.com/hm/inside.php?lang=1&id=3027>

### **Race Roster**

Website: <https://raceroster.com/features>

### **Active Network**

Website: <http://www.activeendurance.com/>

## **Announcing/Master of Ceremonies Services**

Chrissy Troy email: [Chrissy@virginradio.ca](mailto:Chrissy@virginradio.ca)

Mandy Shew email: [Mandy.Shew@bellmedia.ca](mailto:Mandy.Shew@bellmedia.ca)

Steve Scoles email: [Steve\\_Scoles@hotmail.com](mailto:Steve_Scoles@hotmail.com)

## **Athletic/Physio/Massage Therapy Services**

### **Massage Athletica**

Michael Booth 204-781-4073  
Email: [info@massageathletica.com](mailto:info@massageathletica.com)  
Website: <https://www.massageathletica.com/>

### **Revolution Rehab**

Nikki Smith 204-223-7358  
Email: [revolution.rehab.therapy@gmail.com](mailto:revolution.rehab.therapy@gmail.com)

## **Music Services**

### **SFG Music Service**

Steve Gajerski 204-256-9305  
Email: [sfgmusic@shaw.ca](mailto:sfgmusic@shaw.ca)

# Getting Started

## New Event

### Race Director

- *Contact the MRA for information*
- *Invite 5 - 6 people to meet*
- *State the reason for the meeting and the intent*
- *Review MRA information*
- *Confirm who will be on the committee and their responsibility*
- *Prepare an action plan with time lines*

### First things first

- *The event*
- *Budget*
- *Sponsor / Sponsors (contacts)*
- *Date and times*
- *The possible course*
- *Distances*
- *Start and finish area*
- *Estimated number of participants*
- *Awards and age groups*
- *Accrediting and insurance (MRA)*
- *Entry fees*
- *On line registration*
- *Entry forms / design / printing / distribution*
- *Bib numbers and pins (MRA)*
- *Course certification (only if required)*
- *T-shirts (if required)*
- *Portable toilets (if required)*
- *Entertainment, mascots, band, other*
- *Sound system (MRA) or other*
- *Communication system (2 way radios or cell phones)*
- *Parking and traffic control*
- *Complete MRA required equipment list (Road signs / cones / marshals vests / finish chute etc.)*
- *Arrange for pick up and return of MRA equipment*
- *Timing system, Timer*
- *Participant bag check*
- *Medical personnel*
- *Race kit content / preparation / pick up location and time*
- *Water stations and set up*
- *Post race food and refreshments*

### Next step

- *Complete MRA required forms*

- Permits:
- *To have a road closed or lane closure*
  - *Will Police be required to assist with traffic control (may require a separate meeting with the police)*
- *Park use if in a park*
- *Noise permit (if having music or entertainment ie: a band)*
- *Temporary food services permit (if cooking hot food)*

## **Next**

- *Meet with outside parties as required;*
- *Confirm the gathering area for before and after the run*
- *Entry form printing, posters, banners as required*
- *Medical people*
- *Permits, municipal, police, as required (MRA)*
- *Timer*
- *Food*
- *Media for ad support*
- *Award supplier*
- *T-shirt supplier*
- *Entertainment, music, mascot, etc.*
- *Sponsors*
- *Others as required*

## **Race Day**

- *Set up event day registration*
- *Course set up*
- *Signs / banners / cones etc. in place*
- *Aid station set up with volunteers in place*
- *Course marshals in place*
- *Medical people in place*
- *Bag check area set up*
- *Start and finish line set up with timer & finish line volunteers in place*
- *Awards ready*
- *Food and refreshments ready*
- *Get all participants to the start line, start on time*

## **Post Race**

- *All runners off the course*
- *Finish line work completed*
- *Awards determined*
- *Present awards*
- *All signs on the course picked up*
- *Equipment dismantled / packed and ready to be returned*
- *Results to be sent to MRA*



## Committees

There are many positions that can be assigned prior to race day, the following is a suggestion. This can be changed according to your needs and size of your event. This can also be used as a planning guide. Each committee caption should determine how many volunteers they will require.

### Race Director

- Sets the meetings
- Determines the agenda / chairs meetings
- Sets time-lines and establishes mile stone dates for the completion of tasks
- Follows up as required with members
- Liaisons with MRA

### Registration Captain

- Establishes process for registration
- Enters all participants in computer program (Excel spreadsheet).
- Assign bib numbers after participants have registered
- Set-up pre-registration and race day registration (have a table with 2 volunteers, a cash box and float, extra entry forms, bib numbers and safety pins.
- Participant insurance (MRA,
  - Third Party Liability Insurance for Race Director, Organizing Committee, volunteers, sponsors and others as required (through MRA)
  - Accident insurance for all participants (through MRA)
- T-shirts (if required)
- Race kit preparation and pick-up
- The minimum in a race kit is the bib and pins, after that it could be whatever information you would like to include i.e. Information on other events, coupons etc. or other items donated, including the bags.
- Set up all records and files
- Bag check set up and control - have an area for participants to check clothing prior to the run, plus tags for participants to write there name on.

### Course Captain

- Determine course
- Permits
- Measure course (MRA) certification if required,
- Establish a safe start/finish area and have it clearly marked
- Confirm the number of volunteers needed to properly run the finish line
- Arrange for timer (if required)
- Clock and chute set-up
- Determine the number of course marshals needed
- Arrange water stations, to include supplies, cups, garbage bags for cleanup etc.
- Portable toilets (if required)
- Signs, directional, caution, distance markers etc. quantity and locations to be confirmed (use course map for set up)
- Course map available for all runners, or at least a rough drawing for all to see.
- Water station at least every 5 kilometers
- Medical spotters on the course with communication equipment.

- Announce to all participants prior to starting; the course, safety information, and all activities associated with the event (this should be done in the gathering area prior to the start)
- Runners to be called to the start line, so the run will start on time.
- A time limit must be set for runners to finish
- Have volunteer at the finish line to help control the area and to help with timing if required.
- In the event of extreme weather conditions prior to the run, or day of the run, contact Environment Canada on the status of the race and impending weather conditions and announce through the media of any changes.

### **Recruitment / Medical Captain**

- Recruit enough volunteers to fulfill all committee requirements
- Maintain lists of all volunteer contact information
- Contact all volunteers prior to event to outline responsibility (a prior meeting with all volunteers is recommended, to go over their responsibilities with each team captain)
- Coordinate all medical and safety issues
- Arrange medical aid
- Set emergency action plan
- In charge of medical issues on race day
- There must be on site medical personnel capable of performing CPR and administering First Aid, as well as making qualified medical decisions, they must be either at the finish line awaiting communications from marshals on the course or on the course with all required equipment and communication. (They cannot be participating in the event).
- Medical supplies must be on hand at your event (first aid, ice, etc.).
- City Ambulance Service and the hospital should be advised of your event (where and when).
- All volunteers on the course should watch for participants experiencing medical problems.
- Adequate number of washrooms for male and female participants
- Cell phones, walkie talkies are required for communication
- Report any incident immediately to the Race Director.

### **Promotions / Communication / Entertainment / Awards Captain**

- Distribute entry forms, posters, and any other forms or promotional material as required
- Act as overall promotions coordinator (use all means available to promote the event)
- Publish all required dates and times for registration, race day schedule etc.
- Photographer to take pictures of participants and activities, (send pictures copies to MRA)
- Identify sponsors and have noted on posters, media and announcements
- Speakers/guests, invite as required
- Welcome and thank you message to participants
- Awards, prizes and presentation, there are many options for awards, keeping in mind the size of your event and how this factors into your budget. (review the MRA "Standards and Grading System" for information and the age group breakdown for awards)
- Entertainment, (this is an option for some events) book and manage as required

- Take down all promo material

### **Food Captain**

- Procure food and refreshments
- Arrange delivery, pick up and storage
- Arrange volunteers to set up and serve
- All City and Municipal bylaws governing water and food handling must be observed.
- Clean up

### **Committee Contact Information**

- Every race must go over their emergency action plan with volunteers and hand out a contact list to the committee members
  - Police/Fire/Ambulance
  - Race Director
  - Finish Line Coordinator
  - Others

### **Race Day Course Check**

- *Volunteer sign in table in place and volunteer ready*
- *Course map.*
- *Signs, cones on the course as required*
- *Kilometer or mile markers on the course*
- *Course marshals located at all major intersections and all course turns. (wearing safety vests)*
- *Parking area established and control in place*
- *Water station ready*
- *Vehicle available to transport course marshals, signs, to cover the course to ensure everyone who started the race is accounted for and to provide transportation in case of an emergency.*
- *Medical person located at finish line or mobile on the course in case of any medical problems*
- *The start line and finish line clearly marked.*
- *Race starter identified*
- *Finish chute in place*
- *Sufficient volunteers at the finish line.*
- *Portable radios, for race director and key course marshal's, at a minimum the Marshall at the turn around point.*
- *Timer set up at the finish line*
- *Timing clock set up*
- *Finisher medals and volunteer for presentation (if required)*

### **Race Day Registration Check**

- *There should be one / two hours allocated before the race for registration and it should be completed fifteen minutes / half an hour prior to race start. (depending on participation numbers)*
- *Ensure volunteers arrive 15 / 30 minutes prior to registration for set up.*

- *Supplies you will require include: bibs, pins, applications, pens (gel tip in cool weather), calculators, paper, cash box with a float*
- *masking tape to hang signs, to read registration, donations etc.*
- *Delegate only a small number of volunteers to handle the cash.*
- *All entry forms should be marked received, including amount paid and bib number should be clearly printed on the form.*
- *Have a sign for donations (this must be properly recorded so receipts can be issued as required)if it is a charity event*
- *Make signs prior to race day to direct runners through registration process.*

### **Race Day Activities Check**

- *Bag check, set up and ready to go with person in place to handle bags (suggest a table for placing cloth on and marking names)*
- *Food and refreshments set up and ready to go*
- *Certificates or prizes ready for presentation after the run to the winners*
- *Announcements ready and person identified to make announcements*
- *Draw prizes on site and ready*
- *Draw prize box ready, entry's ready to be placed in the box, person identified to make the draws and announce the winners*
- *Entertainment in place*
- *All posters and signs in place (make sure there are signs thanking the sponsors)*

### **After the Event**

- *Committee to meet and complete a post mortem*
  - *To include;*
  - *What went well and why?*
  - *What did not work and why?*
  - *What should be changed and why?*
  - *What should be added and why?*
- *If you were to do this event again, what would you do differently? (a brief overview)*
- *Send thank you letters to all who helped and supported this event (the town, RCMP. etc.)*
- *Fill out the Post Event form and mail with cheque to the MRA*