

# ORRRC Race Director Checklist

Status	Timeline	Required	Action	Information	Your Notes
Not Done	A 360-120 days	Mandatory	Update Race Information Online	Provide updated description, race award categories (if applicable), race location/address, and more information to the Webmaster. Go to <a href="http://www.orrcc.org">www.orrcc.org</a> and use the contact forms to contact the webmaster.	
Not Done	A 360-120 days	Mandatory	Obtain Park, Bikeway, and Other Permits	As soon as your race is over the previous year, it is recommended that you obtain permits for the running site (if a picnic area, etc.) and course. If that is not possible, then obtain these as fast as possible.	
Not Done	A 360-120 days	Mandatory	Obtain Insurance for Race	The Club President is the point-of-contact for race insurance. You may need to provide the park/facilities that host your race with an "Additional Insured Certificate" -- there is a link for additional insured certificates on the Race Director Portal on the <a href="http://www.orrcc.org">www.orrcc.org</a> website.	
Not Done	A 360-120 days	Optional	Get Sponsors	Get sponsors for foodstuffs, water, or media coverage as desired. Coordinate this activity with the Board of Directors to ensure there are no advertiser conflicts or conflicts-of-interest.	
Not Done	A 360-120 days	Mandatory	Sign ORRRC Conflict-of-Interest Policy	The Conflict of Interest Policy is located on the ORRRC website and may be printed out/signed, or signed/scanned and sent to the ORRRC President and Secretary.	
Not Done	A 360-120 days	Mandatory	Schedule On-Site Medical Services	Box21 can (optionally) provide ambulatory and medical services if desired. Contact Barbara Hammersley <a href="mailto:barbarahammersley@sbcglobal.net">barbarahammersley@sbcglobal.net</a> . Note that Box-21 cannot always attend every race, but if they are available, you may request their presence to give us faster access to medical care in an emergency. Closer to race day you will also have to notify local EMS of your race (mandatory).	
Not Done	A 360-120 days	Optional	(RRCA Championship Races Only) Contact RRCA to Obtain Awards	This is not relevant if your race is not an RRCA Championship Race. If your race is a Road Runner's Club of America (RRCA)-sponsored championship race - you will know if it is because an RRCA official or the state representative will contact you - you should contact Andy Smith ( <a href="mailto:programs@rrca.org">programs@rrca.org</a> ) to verify good contact/shipping information for awards & setup RRCA logon to be able to edit the event page.	
Not Done	B 120-60 days	Mandatory	Obtain Volunteers for Race Day	Please see the "Volunteer List" tab to see what our recommendations are for volunteers.	
Not Done	B 120-60 days	Optional	Obtain National Anthem Singer	This is completely optional, but should be considered for larger races and/or those with patriotic themes.	
Not Done	B 120-60 days	Mandatory	Survey Race Site for Restrooms/Porta-Potties	If few/no restrooms are available, arrange to have portable toilets available (one per 75 anticipated runners). Call Rumpke (1-800-223-3960) and have it billed to the Ohio River Road Runner's Club. This does not count against your budget.	
Not Done	B 120-60 days	Mandatory	Create/Purchase Awards for the Race	If desired, awards are available from Mr. Bill Mercer, but you may elect to make your own or select your own source for awards. Stacey Orick of A-1 Trophy Co & Screenprinting (937-254-6246 or <a href="mailto:A1Trophy@hotmail.com">A1Trophy@hotmail.com</a> ) is another vendor with a tradition of good support to the ORRRC.	
Not Done	B 120-60 days	Mandatory	Confirm Race Date/Time with Photographer	The club has contracted with Event Photos By Tracy to provide pictures for ALL club events. No action is required on your part. Tracy will cover all events as long as they occur on the scheduled date. If your event is rescheduled for any reason, please let Tracy know so that she can adjust accordingly.	
Not Done	B 120-60 days	Optional	Obtain Gifts or Token-Items for Volunteers	This is completely optional. Many race directors elect to simply over-order their awards and provide these items to their volunteers.	
Not Done	C 60-30 days	Mandatory	Fill-Out Pre-Race Form & Notify Timing Team	<a href="#">Pre-Race Report Link</a>	
Not Done	E 14-7 days	Optional	Survey ORRRC Sheds for Existing Materials	<b>118 W Franklin St, Bellbrook, OH 45305 (Behind Dots IGA).</b> Check out the sheds to see what items you need. Contact Eddie for the shed combo. Additionally, in some instances, prior races will have extra food or beverages that are stored in the coolers in the sheds. <b>The Units are Unit #40, #41, and #42.</b>	

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Not Done	E 14-7 days	Optional	Advertise on Twitter/Facebook.	Contact ORRRC President, Vice President, or Secretary to get an event page generated. You may allocate part of your race budget to Facebook-based advertising if desired.	
Not Done	E 14-7 days	Optional	Obtain Extra Mile-Marker/Finish-Line Clocks	Contact Ed Wallace for extra finish line clocks, if desired. The timing team will provide a single clock for your finish line only. <b>Ed Wallace: 937-299-0478</b>	
Not Done	E 14-7 days	Optional	Get Race Course Measured / Marked	<b>Call Felix LeBlanc (937-299-0134).</b> You may not make permanent marks on trails or surfaces.	
Not Done	E 14-7 days	Optional	Obtain Clothing Toss-Box	Get clothes box for tossing excess clothing into the bin (perhaps at first water stop), and arrange to have it returned to finish line. Plastic tote bins work well.	
Not Done	E 14-7 days	Optional	Make Sure Park/Facility Will Be Open Early for Your Race	If race is at a park or other facility, and is early in the morning: contact the park or that facility to arrange an appropriate opening time for your race. The race time should be included on the permit, however, it is recommended to call the park or facility to emphasize the need for an early opening if one is desired. The early-opening requests are often overlooked.	
Not Done	F 7-3 days	Mandatory	Contact Local Ambulatory Services	Contact local area ambulatory services to let them know we will be there. This will serve as a backup in case your primary medical service fails to show up or is overwhelmed. Many services will take information, however, some will not, so please call and perform your due diligence. Some useful numbers: Dayton Fire/EMS Non-Emergency: 937-333-3473 (333-FIRE); Riverside Fire/EMS Non-Emergency: 937-233-2080	
Not Done	F 7-3 days	Mandatory	Get Food/Beverages for Race	Check out "Items for Race" tab on this checklist. GFS has the ORRRC Club account.	
Not Done	F 7-3 days	Mandatory	Create Volunteer Phone Roster	Create phone roster for race including registration, volunteers, water-stop workers, course marshals, and EMS/police services. Each race volunteer should have a copy.	
Not Done	G 3-2 days	Mandatory	Visit Sheds, Obtain & Aggregate Race Items	The sheds are located behind Dot's Bellbrook Market in Bellbrook. The street address is <b>118 W Franklin St, Bellbrook Ohio, 45305</b> -- drive behind the supermarket and you will see them (Units #40/41/42). The sheds are in the row closest to the supermarket, on the western side (to the left of the supermarket), and are the second, third, and fourth ones from the left. There will be three matching gold combo locks on them. The combination for the sheds may be obtained by contacting Eddie.	
Not Done	H Race Day	Optional	(MetroParks Races Only) Contact Metroparks to Open the Gates if Closed	Ranger on Duty: 937-535-2580. Mr. Shane Connolly (937-277-4331) can help organize this ahead of time.	
Not Done	H Race Day	Mandatory	Fill Out Race Income Form After Race	Compile all monetary proceeds from the race and complete an ORRRC Race Receipts Form for submission to the Treasurer. This form is on the tab labeled "Post-Race Income Form".	
Not Done	H Race Day	Mandatory	Announce the location of the AED at the race during race instructions. Additionally, have individuals certified in CPR raise their hands.	This is to make sure everyone knows where the AED is, should it be needed. It is also to make sure folks have familiarity with those trained in CPR in case it is needed.	
Not Done	I Race Post-Day	Mandatory	Fill Out Post-Race Form on the ORRRC Website	<a href="#">Post-Race Report</a>	
Not Done	I Race Post-Day	Mandatory	Return All Items to the Shed	Return items to the shed within 24 hours if possible, but no later than 48 hours after your race.	