



## Road Racing Planning and Frequently Asked Questions

The Toledo Roadrunners Club receives many inquiries annually from people looking for help with race organization. Some people have many years of racing experience and others have never been to a race.

While racing experience is helpful, it is not required nor is it the sole determinant of success. Many of the largest, most successful races have race committees made up of people who have never run a race.

This guide is not a "How-To" manage a roadrace. It is intended to help you decide whether to put on a road race or not.

### **Ask yourself and/or your Committee these questions (At least 6 months prior to the event)**

- Why do we want to do this? What do we want to accomplish?
- Date Selection? (Conflicts with other running or community events).
- Decide distance of event, 5K, 10K etc.
- Do we have a suitable course? (Safety, traffic, police approval).
- Do we have a suitable building, restrooms, parking available?
- Can our race break even? Work up conservative budget (consider type of shirts & awards) with a reasonable entry fee! Look at what other races in the area charge and what they offer the participants and price your event accordingly.
- If we lose money who will cover the loss?
- If we make money, who will receive the proceeds?
- Who will be the race director(s)? (person(s) responsible for decisions) Race Committee?
- Can we get volunteers? minimum of #12 (more may be needed)
- Will it be attractive to runners? Course, name, cause supported?
- Do we have insurance? Can we get Insurance?
- Visit the Roadrunner Club of America website. It has information that every race committee will find useful. <http://www.rrca.org/resources/management>

**If above is all positive move on. If not, we recommend not having the event!**

### **At least 6 months prior to the event**

Layout a rough course - get final cost estimate if police needed or if you decide to certify the course.

Secure timing service if needed

Place date on the calendar with both the Toledo Roadrunners newsletter editor and the webmaster.

(Note there is a fee for this)

Based on budget - set entry fee and finalize entry form

Design and print entry forms initial printing, start distribution

## **Additional Information**

**1) Date Selection** - Check the desired date on the TRRC event calendar for both the year of your race and the prior year for conflicts. Our event calendar only lists the events we know about. Annual races sometimes change their date. The Toledo Roadrunners Club has no power to dictate or control when a group holds an event. [www.toledoroadrunners.org](http://www.toledoroadrunners.org)

**2) Race Courses** - Races on public streets require a parade permit issued by the appropriate police department. Sometimes there is a charge for the permit. If the authorities determine that police officers are required on the course, the race will most likely pay for police. Depending on the city and the course, the cost can range from \$0 to over \$5000.

**3) Porta Johns** - If restrooms aren't available, how many portajohns do we need? Estimates are based on the number of people and the length (time not distance) of the event. Search the web for "portajohn usage" to find how to estimate how many portajohns your event would need. As far as length of event, most portajohn use occurs with an hour or so prior to the start of a 5K or 10K. For length of event, we suggest using 1 or 2 hours.

**4) Making Money** - While many groups use races as fund raisers, it can be difficult to make a significant amount of money for your cause with just entry fees. Most of the most successful fundraising events have sponsors that donate cash and/or products in exchange for the association with a cause or the advertising possibilities.

**5) Volunteers** - Volunteers are the lifeblood of your event. Some volunteers need to be present on race day, others can help prior to the event. Our volunteer information sheet details what different tasks your volunteers can perform and what capabilities your volunteers should have to perform them. There is a rough estimate of how many volunteers your race will need. The number of volunteers varies by the size of the race, the race course and other factors.

**6) Participants** - How many people can we expect will be at our new race? The number of participants depends on a number of factors. A few of them are time of the year, other events, entry fee, awards, advertising budget, and the community being targeted. What do we mean by Community? Say you are promoting a race to raise money for a memorial scholarship. The community would be friends and neighbors of the person associated with the memorial. Almost any 5K race with reasonable entry fees, awards schedule and being advertised only in the TRRC newsletter will draw 50-100 runners. Any additional participants have to come from the community.

**7) Toledo Roadrunners Club Support** - Will the Roadrunners time our event? The Roadrunners do not offer Timing or Race management services. Timing and scoring a race is not difficult and we can rent you the equipment and demonstrate its use. Contact our equipment coordinator to arrange equipment rental.

Unfortunately the TRRC cannot provide insurance for your event. Due to stricter insurance requirements we are not allowed to add non-TRRC events to our policy. Event insurance is available through the Roadrunner Club of America. More information about event insurance can be found at <http://www.rrca.org/membership/join-renew> We are available at no charge to answer any questions about race organization. Please contact the new race coordinator with your questions.

**8) Course Measurement, Certification** - Runners like accurate distances! Short and long courses will cause the race director heartache and a poor turnout the next year. There are techniques and equipment used to measure courses accurately. Consider having your course certified in you can afford it. Certification fees vary by the course length and location. For more information on course certification, visit <http://www.usatf.org/events/courses/>.

**9) Entry Forms** - Besides the race name, date, time and location there is other important information that entrants need to know. There is also important data that needs to be captured on the entry form. Before you begin designing your form, go to our event calendar and download a number of entry forms from other races. We suggest using these forms as a guide.

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