

Interior Running Association

Race Director Manual



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INTRODUCTION

The Interior Running Association (IRA) is a not-for-profit organization that supports road and cross county running in communities throughout the region by providing resources and expertise to member clubs.

The IRA Directors, Officers, Club Representatives and Race Directors form the membership of the association.

This document was prepared to assist Race Directors in preparing for and conducting an in-person running race as part of the IRA series.

For more information on the IRA or a schedule of IRA races, refer to the IRA website:

www.interiorrunningassociation.com

Also refer to the IRA Facebook page: www.facebook.com/InteriorRunningAssociation

IRA CONTACTS

If you have any questions about the IRA or would like to host an IRA race, contact a member of the IRA Executive. The IRA Executive includes:

- President
- Vice-President
- Secretary
- Treasurer
- One or more Directors at Large (e.g. Timing, Awards, Social Media, Website, Communications)

A list of the current IRA Executive members can be found on the IRA website.

IRA RACES

As of 2022, there are 8 in-person races in the Road Race Series and 5 in-person races in the Cross-Country (XC) Race Series.

To be included in the IRA Road or XC Race Series, the event must be sanctioned by BC Athletics. The purpose of sanctioning is to communicate to race participants, event partners and the general public that a designated event is being conducted in a fair, safe and responsible manner, in accordance with the rules and standards of the sport based on the nature of event being offered and where the event is registered as a competitive event, results achieved will be recognized by other national governing bodies for the sport and the IAAF.

The IRA recommends that road race courses be certified. Course certification and sanctioning are different. Course certification specifically references the distance and change in elevation of a course while sanctioning refers to the standards and rules which will be upheld during an event. Sanctions must be renewed annually. Course certifications are normally valid for 10 years.

Tentative Race Schedule (dates will be posted on IRA website):

Road Race Series

1. The Starting Block 10K, Lavington, 2nd Sunday in February
2. Spring Runoff 10K, Kamloops, 3rd Sunday in March
3. Oliver 10K, Oliver, 1st Sunday in April
4. Blossom 10 Miler, Penticton, 2nd Sunday in May (Mother's Day)
5. Blackwell Dairy 15K, Barnhartvale, 4th Sunday in May
6. Conquer the Lake Half Marathon, Lake Country, 1st Saturday in June
7. Midsummer 8K, Kelowna, 2nd Sunday in July
8. Fast Days of Summer 5000, Kelowna, Labour Day, 1st Monday in September

Cross Country Series

1. Campbell Mountain 8.8K, Penticton, 3rd Sunday in September
2. Summerland Sweets XC 7.4K, Summerland, last Sunday in September
3. Reino Run 9K, Larch Hills, 1st Sunday in October
4. Kal Park 9K, Vernon, 4th Sunday in October
5. Larry Nicholas 9K, 1st Sunday in November

IRA AWARDS

The IRA offers several awards for the IRA running series.

To be eligible for **IRA series age group awards** in the IRA Road Race Series, a runner must complete at least 4 of the road races, and scoring will be based on their best 5 IRA road race results. To be eligible for IRA series age group awards in the IRA XC Race Series, a runner must complete at least 3 of the XC races, and scoring will be based on their best 4 IRA XC race results.

Any athlete who is able to complete all the races in the IRA Road Race Series is awarded the **IRA Iron Legs Award**. Similarly, any athlete who is able to complete all the races in the IRA Cross Country Race series is also awarded the **IRA Iron Legs Award**. Any athlete who is able to complete all the races in the IRA Road Race Series **and** all the XC Race Series is awarded the **IRA Legs of Steel Award**.

Each running club in the IRA series, can nominate a male and female athlete from their club each year for the **IRA Runner of the Year Award**, which is based on running success and club/IRA involvement in the current year and is decided by vote at the IRA Annual General Meeting.

There is also an IRA award for the highest average age graded scores for male (**IRA Willis Greenway Cup**) and female (**IRA Heidi Muckle-Gader Cup**) for the Road Race Series.

Finally, there is the **IRA Heinrich Spiller Award of Courage** to honour the runner (male or female) who best personified courage in the face of physical adversity.

A list of previous award winners is available on the IRA website.

RACE REGISTRATION AND RESULTS

A schedule of IRA events is listed on the IRA website, with links for online registration. After each race, the race results and IRA series scores can be viewed on the IRA website. Note, Athletics Canada has guidelines for minimum age for children to participate in road races (link: [DistanceRecommendation_2014-01-15.pdf \(acroad.ca\)](#)) depending on the distance, and this should be considered when setting up registration for the event.

RESOURCES

There are a number of resources available online or from the IRA Executive that may be helpful to race directors. This includes, but not limited to:

- IRA Race Application Form (on IRA website under resources)
- IRA Post-Race Report Form (on IRA website under resources)
- IRA Guidelines on Draw Prizes (on IRA website under resources)
- IRA Guidelines for Promotion of Events (on IRA Website under resources)
- Volunteer Descriptions (on IRA website under resources)
- “How to Organize a 5k: A Guide to Planning Your First Race” by Mellissa Elsier, Active, link: [How to Organize a 5K: A Guide to Planning Your First Race | ACTIVE](#)
- Athletics Canada (AC) Road Race Course Certification Process, link: (<http://www.acroad.ca/Directors/CourseMeasurement/Certify/>)
- BC Athletics Sanctioning an event, link: (<https://www.bcatletics.org/RoadRunningUltras/EventDirectors/>)
- BC Athletics Road Race Etiquette Guidelines, link: [rr_etiquette.pdf \(bcathletics.org\)](#)

To assist the Race Director in the planning and preparation of a race, refer to the sample checklists in **Appendix A**, which include checklists for:

- Year prior to the race
- 6 months prior
- 3 months prior
- 1 month prior
- 1-2 weeks prior
- Day before and day of
- Week following

There is also a list of suggested volunteers for race day in **Appendix B**.

APPENDIX A – RACE DIRECTOR CHECKLISTS

Year Prior	Notes	Date Completed
Verify Run Dates <ul style="list-style-type: none"> Some cities/towns require 1-year notice and have a specific deadline for an application to host an event (e.g. deadline for hosting an event in City of Kelowna is November year prior) Notify Interior Running Association by the IRA AGM (Dec year prior) Confirm if there are no conflicts with other events on same date (through city and IRA) 		
Initiate Online Registration Process <ul style="list-style-type: none"> Race Roster or Zone4 		
Promotions <ul style="list-style-type: none"> IRA and Host Club Websites Apply for sanctioning from BC Athletics (BCA), IRA requires that all IRA series races be sanctioned by BCA. Refer to the following website for a BCA Road Running Sanction Application form: https://www.bcatletics.org/admin/js/elfinder/files/SANC/Sanc-RR-%201-24-18.pdf 		
Sponsorships/Partnerships <ul style="list-style-type: none"> Arrange or confirm appropriate sponsors and/or partners. 		
Route <ul style="list-style-type: none"> Confirmation of race route Course Certification – if required. The IRA recommends that the road race courses be certified to ensure the distance is accurate (certification can be a long process – allow 6 months to complete). For more information, refer to the following websites: <ul style="list-style-type: none"> IAAF Association of International; Marathons and Distance Races: http://aims-worldrunning.org/course-measurement.html Athletics Canada Road website: http://www.acroad.ca/Directors/CourseMeasurement/Manuals/ BC Athletics: https://www.bcatletics.org/Content/course-certification-faqs/46/ 		
Entry Forms <ul style="list-style-type: none"> In January (i.e. before the start of the road race season), request that registration information be added to IRA website and ensure event is listed on BC Athletics website with link to website. 		
Six months Prior	Notes	Date Completed

<p>Each constituency the event touches needs to be contacted. This may include, but not limited to:</p> <ul style="list-style-type: none"> • Local City or Town Hall – this contact should cover ALL City departments, including Recreation and Cultural Services • BC Ministry of Transportation and Infrastructure for permit for special events on BC Highways. Phone 604-527-2221, email: Special.Events@gov.bc.ca, Website: Highway Use Permit - Special Events - Province of British Columbia (gov.bc.ca) • Regional District of Central Okanagan Regional Parks Services • RCMP • Fire Department • BC Ambulance Service <p>Awards</p> <ul style="list-style-type: none"> • Order medals/awards for 1st, 2nd & 3rd overall male and female runners • Order medals/awards for 1st, 2nd & 3rd for male and female Age Group winners, potentially up to 16 age groups or total of 96 medals/awards 		
<p>Develop Promotions Strategy</p> <ul style="list-style-type: none"> • Print Brochures, if required • Begin active promotions including brochures, online, events lines (news, radio, TV, online) • Press Releases or social media posts 		
<p>Route</p> <ul style="list-style-type: none"> • Confirmation of race route • Course Certification – if required. The IRA recommends that the road race courses be certified to ensure the distance is accurate (certification can be a long process – allow 6 months to complete). For more information, refer to the following websites: <ul style="list-style-type: none"> ○ IAAF Association of International; Marathons and Distance Races: http://aims-worldrunning.org/course-measurement.html ○ Athletics Canada Road website: http://www.acroad.ca/Directors/CourseMeasurement/Manuals/ ○ BC Athletics: https://www.bcatletics.org/Content/course-certification-faqs/46/ 		
<p>Timing services</p> <ul style="list-style-type: none"> • Zone4, link to website: Timing Services Zone4.ca • SportStats West, link: Sportstats Offices (raceheadquarters.com) 		
<p>Book First aid/Medics</p> <ul style="list-style-type: none"> • Nursing students from local school 		

<ul style="list-style-type: none"> • St John's Ambulance <ul style="list-style-type: none"> ◦ http://www.sja.ca/English/Customer-Service/Pages/Request-First-Aid-Coverage-for-Your-Event.aspx 		
Three months Prior		
BC Athletics Download forms from BCA web site: BC Athletics - Track and Field, Road Running, Cross Country, Race Walking, Marathons, Ultras in British Columbia, Canada To get Insurance Application. If we don't have insurance for the event the city, etc. won't issue permits. <ul style="list-style-type: none"> ◦ Copies need to be faxed directly to: Each constituency involved e.g. City ◦ note: insurance is renewed in September so September events are received "Just in time" 		
Volunteers <ul style="list-style-type: none"> • Determine needs • Identify volunteer coordinators <ul style="list-style-type: none"> ◦ Food and Beverage ◦ Marshals ◦ Timing ◦ Set up and Tear down ◦ Pacers ◦ Announcers, award presenters... 		
Confirm - Physio and other supports		
Book Road Flag Personnel – <ul style="list-style-type: none"> • As needed, arrange for road flag personnel 		
Confirm bookings and deposits		
<ul style="list-style-type: none"> • City or town bookings 		
Book with City or another supplier		
<ul style="list-style-type: none"> • PA system • signage, pylons, vests 		
Book <ul style="list-style-type: none"> • Portable Rentals (e.g. for Kelowna call Jason 250-765-1198). Drop Friday and pickup Monday. • Coffee - McDonalds (e.g. for Kelowna call Rena 250-768-4053) 		
Solicit donation for draw prizes		
Walk about <ul style="list-style-type: none"> ◦ location of start/finish line ◦ power Clock and PA) and water (food) ◦ traffic control ◦ presentation area 		
Think about awards ceremonies <ul style="list-style-type: none"> ◦ Logistics nightmare 		

<ul style="list-style-type: none"> ○ take too long – find a “better way” 		
Post-Race Food - Interior Health <ul style="list-style-type: none"> ○ https://www.interiorhealth.ca/YourEnvironment/FoodSafety/Pages/default.aspx ○ There is a fine line between low risk (you want to be there) and high risk <ul style="list-style-type: none"> ○ be ready with your “Food List” 		
1 month prior:	Notes	Date Completed
Check if there are any public health orders or restrictions in place and have procedures in place to address any specific requirements. Refer to BC Athletics website: BC Athletics - Track and Field, Road Running, Cross Country, Race Walking, Marathons, Ultras in British Columbia, Canada		
Book <ul style="list-style-type: none"> • Equipment Rentals (Need to be picked up on Saturday and dropped off on Monday). <ul style="list-style-type: none"> • 8-10 six-foot-long folding tables • 6 chairs • Power Generators? 		
Book Water and Food (if offered) <ul style="list-style-type: none"> • Local bottle supplier (large bottles and dispenser) 		
Press releases <ul style="list-style-type: none"> • Make the press aware of event. • Social media 		
Recruit volunteers <ul style="list-style-type: none"> • need to do in person recruiting – emails help but needs more • have training session for those new to volunteering, e.g. set up of water stations & handing out water to runners, directing runners and traffic on race course, timing/results, handling of food, race package pickup, 		
Inventory Supplies from local Running Club <ul style="list-style-type: none"> • Paper Water cups (150 ml), garbage bags, pins for race bibs, pens, stop watches, clipboards, coat hangers sticks for finish line, tape, stapler, elastics; • Race clock is charged (can run on battery up to 10 hrs. if power is interrupted) • Finish line signage, ropes, cones, pillars, etc. • Orange traffic cone (e.g. 20cm x 20cm) for turnaround point 		
Swag <ul style="list-style-type: none"> • For Volunteers and runners’ packages • Check with sponsors and local sport shops 		
Buses - if required		

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1-2 weeks prior:	Notes	Date Completed
Pick up permits <ul style="list-style-type: none"> Confirm with contact at City, town, District or RDCO Will likely require a deposit of \$500 		
Gate keys <ul style="list-style-type: none"> If needed, get key to open city gates 		
Timing Crew <ul style="list-style-type: none"> Print finish line sheets 		
Signs from City <ul style="list-style-type: none"> Picked up on Friday before 2:00 pm and dropped off Monday morning at city Yards Office 		
Final advice to runners and volunteers via email		
Collect swag		
Prepare Race Packages <ul style="list-style-type: none"> need bags to put stuff in: Race bib pins, race bib, and inserts from advertisers, last minute instructions to races 		
Confirm details with Partners/Sponsors		
Timing Crew <ul style="list-style-type: none"> Get bibs to timing crew to add timing chips to race bibs on the day before minimum 		
Pick up and label medals		
Print off thank your certificates for delivery when returning items Monday		
Confirm and details <ul style="list-style-type: none"> Flaggers Timing crew buses and other services Porta Potties Sanitation stations Food and water Finish Line setup and pick up 		
Pick up <ul style="list-style-type: none"> Public Address system from Rec Centre – Friday <ul style="list-style-type: none"> Call first to confirm someone is there Traffic Vests, traffic cones, etc. <ul style="list-style-type: none"> Picked up on Friday before 2:00 pm and dropped off Monday morning City Yards Office Pick up Gate key Friday before 3 		

Preliminary course layout <ul style="list-style-type: none"> • Coordinate route markings with Route set up crew <ul style="list-style-type: none"> ○ Start/finish lines (White Tape (removed after) or flour if need be) ○ KM markers ○ Water Stations 		
Think of “what if’s” <ul style="list-style-type: none"> ○ Supplies such as plastic bags, extra extension cords, tents (It can rain) 		
Day before and day of	Notes	Date Completed
Race Package Pickup – day before and race day <ul style="list-style-type: none"> • Chairs/tables • Volunteers (Often timing crew members) • Extra Masks • Bibs and pins • Computer • Entry forms (if day of race entry allowed) • Sponsor brochures • Cash box and float • Pens 		
Pick up – some suppliers close early on Saturday <ul style="list-style-type: none"> • Water including pumps. stands, cups • Tables, etc. • Tents, etc. • Ice (for medics) • Food and water (bottled if available – give out at finish line to runner (2 volunteers) • PA system • Generator (battery powered preferred since it is quiet and emissions free) 		
Prepare for Race Day set up <ul style="list-style-type: none"> • Water stations – educate the volunteers <ul style="list-style-type: none"> ○ Tables ○ Water ○ Cups ○ Garbage bags ○ First Aid kits • Race start • Distance indicators • Start line <ul style="list-style-type: none"> ○ Runner packages ○ Tables and Chairs ○ Cash box/float ○ Pens, etc. ○ Toilet paper for top of Knox ○ Bags for personal items and transportation of same to finish line • Finish line <ul style="list-style-type: none"> ○ Tents – particularly if rain is forecast 		

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<ul style="list-style-type: none"> ○ Tables/chairs for food, timing... ○ Power for computers, etc. ○ Timing clock ○ Signage (may need to move from start to finish lines) ○ Ropes, etc. for final chute 		
Print of names of volunteers and racers for door prize draws		
Confirm details with Announcers <ul style="list-style-type: none"> • Runner number and names • History/human interest items <ul style="list-style-type: none"> ○ Sponsor, volunteer, runner 		

Week following	Notes	Date Completed
Return: <ul style="list-style-type: none"> • Gate key to Parks • PA to City Rec Centre • Race course items to City Works Yard • Water jugs and pumps to Supplier • Equipment Rentals Save a trip - Take thank you certificates/notes/letters		
Thank you <ul style="list-style-type: none"> • Volunteers, runners... • Major sponsors - certificates 		
Debrief to improve next year		
Start conversation with IRA re: details and dates for next year		
Complete IRA Post-event Report Form and send to IRA President		

APPENDIX B – VOLUNTEERS

Consider finding appropriate persons to fill the following the volunteer roles for the race. Note, not all roles listed will be required for every race. Communicate with the volunteers starting several months before the race and on an ongoing basis up to and including race day.

1. Equipment movers
2. Garbage detail
3. Signage detail
4. Aid Station
5. Start and finish area set up and take down
6. Start line
 - a. Starter
 - b. Marshals
 - c. Timers
7. Finish line
 - a. Recorders
 - b. Timers
 - c. Spotters
 - d. Chute organizer
 - e. Result Runners
 - f. Race Announcer
8. Split callers (km/mile markers)
9. Results processing
 - a. Computer entry
 - b. Tabulators of times to places
 - c. Awards placing
10. Awards Presenters
11. Communications/Media Personnel
12. Photographer
13. Turtle (race sweeper)

Miscellaneous

Also consider:

- 1) Arrange for a Pre-race volunteer meeting at a specific area such as Finish Line
- 2) Look at having a Post-Race Volunteer Appreciation Party
- 3) Send out thank you letters to volunteers after race