Interior Running Association

2026 Race Director Manual

Revision 1 – July 2026

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SUMMARY

The Interior Running Association (IRA) is a non-profit organization comprised of a Board of Directors, Running Club Representatives, and Race Directors. The IRA purpose is to promote and support running in the interior region of British Columbia. One way the IRA does this is by coordinating a series of running road races from February to September and a series of trail races from September to November.

This document provides guidance for race directors of events that are to be included in the IRA road or trail run series. To be included in the IRA race series, the event must meet criteria, such as:

- Road Races sanctioned by BC Athletics
- Does not occur on the same weekend as another race in the IRA run series
- Have adequate timing, results reporting and recognize top 3 in each 5-year age group
- For road races, have or working towards getting the race course certified and use established road race distances, i.e. 1mile, 5km, 8km, 5mile, 10km, 15km, 10mile, half marathon and marathon.
- Have all required permits, approvals, certifications and traffic safety plans to host the event.
- If using drones during the event, have the required approvals and operator certifications for safe and legal operation.
- Provide a safe race route, considering risks from & to other users of the race route (e.g. motorized vehicles, bicycles, scooters, pedestrians, etc.), natural hazards, and human activities.

If the race meets the criteria to be included in the IRA Road or Trail Series, the race must:

-Mention that they are an IRA Series Race on their promotional material

-Have required permits/approvals/certifications and for road races be sanctioned by BC Athletics.

-Use IRA race bibs bought from IRA at $0.75 per bib

-Pay IRA $0.75/race participant

The IRA looks for sponsorships from each area where there is an IRA series run to help cover the costs associated with the run series, which includes draw prizes, series awards and year end trophies. Sponsors are important for the success of the run series and, thus, they are acknowledged in the promotion of the series events and allowed a presence at the running events held in their area.

IRA's 2026 Sponsors are:

Gold Sponsor Road Series - Play Store

Silver Sponsor Trail Series – Starting Block

Bronze Sponsors – Cool Running, Fresh Air Experience, Peach City Runners, and New Leaf Physio

Race registration is coordinated through the IRA website using Race Roster program, with possibility of interfacing with some other registration systems such as Zone 4. Race registration is online with a cutoff usually at 6 p.m. the day before the race. However, this could vary depending on the registration requirements of a specific event and if it does, the different cutoff date/time needs to be communicated multiple times via Social Media and on the registration forms. Note, for IRA events the race organizers normally cover the online registration processing fee. Day of race registration may be allowed at the Race Director's discretion. The race entry fees are set by the Race Director/organization, with the aim of keeping the races affordable for runners and sustainable for the organizers. A discount for registrants with a BC Athletics membership number should be available if the event has day of race insurance covered by BC Athletics and not alternate/private day of race insurance. Race entry fees, deadlines and any restrictions should be clearly explained in the registration information so participants know what they are before they register. For example, running with dogs or other animals is not allowed (for safety and liability reasons). Also use self-propulsion aids (e.g. rollerblades, skateboards, scooters, bicycles) are not permitted. However, the race director may allow the use of non-motorized wheelchairs or baby joggers, providing it can be done safely. Refer to the BC Athletics Road Race Etiquette Guidelines for more information.

Once results have been compiled, the race director/organizer recognizes 1, 2, 3 place finishers in each age category for male and female, based on gun time and age as of December 31 of the current year. Age groups are 1-15 (except races longer than 10km), 16-19, and then in 5-year increments from age group 20-24 up to 85+. It is at the discretion of the race director/organizer how they want to recognize the 1, 2, 3 place finishers (e.g. a medal, gift certificate, chocolate bar, cookie, etc.) and whether they want to also recognized non-binary age group winners the race.

Right after the event is completed, the Race Director provides the results in the appropriate format to the IRA Director of Timing who posts the individual race results as well as the race series age category and age graded results on the IRA website.

As mentioned earlier, the IRA provides series race bibs to the Race Directors at a cost of $0.75 per bib and collects an additional $0.75 fee for each runner completing the IRA series race. These fees help cover the costs associated with the series awards and draw prizes.

After the series has completed, the IRA provides awards for:

1. Top 3 male/female in each age category (i.e. consistent with BC Athletics and Athletics Canada age group recommendations), 1-15 (except races longer than 10km), 16-19, and then 5-year increments from age group 20-24 up to 85+ for runners that do the minimum number of races and based on their best scores over the series. Age category awards are based on gun time and age as of December 31. Currently for the road race series, runners must complete at least 4 of 10 races and their series score is based on their best 6 race scores. For Trail series, runners complete at least 3 of 6 races and their series score is based on their best 4 scores.

2. Iron Legs for the road race series is awarded to runners who complete all the road races in the series in the year. Iron Legs for the trail series is awarded to runners who complete all the trail races in the series in the year. And the Legs of Steel is awarded to runners who complete all the road races and all the trail races in the series in the same year. Note, registered volunteers of an IRA series race can get credit for up to two races as a volunteer towards the road race series iron legs award, and up to one race as a volunteer towards the trail iron legs award.

3. The Willis Greenway Cup trophy is awarded to the top male and the Heidi Muckle-Gader Cup trophy is awarded to top female age graded score for the road race series based on the total score of their best 6 races. Age grading for each race is based on gun time and age on the day of the race.

4. The male and female Runner of the Year award is awarded the male and female runners who had the lowest average placing of their 6 best placings (compared to the other males or females in each race) from the Road Race and Trail Races Series. Note, the athlete must actually run in at least 6 races in the Road race and/or Trail series to be eligible this award and volunteer points at the races does not count for this award.

5. The Heinrich Spiller Award of Courage Trophy is based on nominations from the regional running clubs and voting by members of IRA at the IRA AGM. This award will not necessarily be awarded every year if there are no suitable nominations in a year.

The IRA Membership have a wealth of experience and knowledge regarding the running community and hosting running events. The IRA Executive have a goal to support the existing IRA series events and work with race directors for new events looking to be included in the IRA series.

INTRODUCTION

The Interior Running Association (IRA) is a not-for-profit organization that supports road and trail 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.interiorrunningassocation.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 2026, there are 10 in-person races in the Road Race Series and 6 in-person races in the Trail Race Series. Note, the number of races in the IRA Road Race or Trail series may change from year to year so check the IRA website for an update list of IRA series races.

To be included in the IRA Road 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. If Race Director wants to host a Canadian Championship road race, they would need to submit request to Athletics Canada (AC) before their deadline, and if accepted, then submit application for sanctioned by BC Athletics and World Athletics at least 75 days before the race.

The IRA recommends that road race courses be certified. Course certification and sanctioning are different. Course certification specifically references the distance, change in elevation and % separation between start and finish of a race course. Sanctioning referrers to the standards and rules which will be upheld during an event. Sanctions must be renewed annually. Unless the course changes, course certifications are valid for 10 years for Athletics Canada Certification and 5 years for World Athletics/AIMS Certification.

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

Road Race Series

1. The Vernon Winter Carnival Mile, Vernon 1st Saturday in February
2. The Starting Block 10K, Lavington, 1st Sunday in February
3. Spring Runoff 10K, Kamloops, 2rd Sunday in March
4. Oliver 10K, Oliver, 2st Sunday in April
5. Blossom 8 miler, Penticton, 2nd Sunday in May (Mother's Day)
6. Blackwell Dairy 10 miler, Barnhartvale, 4th Saturday in May
7. Conquer the Lake Half Marathon, Lake Country, 3rd Sunday in June (Father's Day)
8. Brian Rhodes Memorial 5K Run, Kelowna, July 1 (Canada Day),
9. Midsummer 8K, Kelowna, 3rd Sunday in July
10. Fast Days of Summer 5000, Kelowna, Sunday before Labour Day, i.e. last Sunday in August or 1st Sunday in September

Trail Series

1. Summerland Sweets Trail 7K, Summerland, 3rd Sunday in September
2. Penticton Trail 8K, Penticton, 1st Sunday in October
3. Hoodoo 8K, Kamloops, 2nd Sunday in October
4. Reino Run 9K, Larch Hills, Salmon Arm, 3rd Sunday in October
5. Kal Park 9K, Vernon, last Sunday in October
6. Larry Nicholas 8K,1st Sunday in November

AWARDS

Series 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 6 IRA road race results. To be eligible for IRA series age group awards in the IRA Trail Race Series, a runner must complete at least 3 of the Trail races, and scoring will be based on their best 4 IRA Trail 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 Trail 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 Trail Race Series is awarded the **IRA Legs of Steel Award.** Note, registered volunteers of an IRA series race can get credit for up to two races as a volunteer towards the road race series iron legs award, and up to one race as a volunteer towards the trail iron legs award.

The **IRA Runner of the Year Award** criteria has changed for starting in 2025. The male IRA Runner of the Year award will be based on the male runner who had the lowest average placing of their 6 best placings (compared to the other males in each race) from the Road Race (RR) and Trail Races Series. Similarly, the female IRA Runner of the Year award will be based on the female runner with the lowest average placing of their 6 best placings (compared to the other females in each race) from the RR and Trail Race

Series. Note, the athlete must actually run in at least 6 races in the RR and/or Trail series to be eligible and volunteering at the races does not count for this award.

There is also an IRA award for the highest average age graded scores (based on the sum of an individual's top 6 age graded % of the road races) 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**. This award was presented for the first time in 2002. It is in memory of Heinrich, who was a top-notch age group runner in the 55-59 and 60-64 categories. Heinrich ran, and won, while battling the cancer that eventually took him from us. His widow Susan, son Rob, and Grant Turner of Canadian Tire in Vernon have donated this award to the series. The award honors the runner who best personified courage in the face of physical adversity. Many people choose to face this sort of battle in private, and we respect your wishes, and salute all of you. The Heinrich Spiller Award is decided each year at the Interior Running Association's AGM. Nominations are received from the member clubs, then a vote is taken. Each voting member of the IRA (i.e., Directors, Club Reps, Race Directors) gets one vote. To be eligible, a person must belong to one of the member clubs and have continued to be involved with the Interior Running Association in some capacity. This award is not necessarily given every year as there may not be any suitable nominations in a year.

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

Race Awards:

For IRA series races, the race director (or member of race organizing team) will recognize the 1st, 2nd and 3rd place finishers in each applicable age groups for male and female (consistent with BC Athletics and Athletics Canada, 1-15 {except races longer than 10km} and then 5-year increments from age group 20-24 up to 85+). The age group awards are based on gun time and age as of December 31. The race director may decide to also recognizes top 3 finishers for non-binary runners, but this is not required. The recognition may be in the form of a medal, ribbon, token, gift card or other appropriate item. Finisher medals/tokens for all runners are not required for IRA races and left up to the decision of the race director. Draw prizes for race participants and volunteers are recommended, but not required and would be up to the race organizing team to arrange (refer to IRA Guidelines on Draw Prizes). The IRA may provide one or more draw prizes for an individual IRA race and for the IRA race series.

RACE REGISTRATION AND RESULTS

A schedule of IRA events is listed on the IRA website, with links for online registration. For the IRA events, the online registration handling fees should be covered by the race organizers so that the runner pays just the race entry fee. When registering for an IRA event, the participant may be asked if they want their name to be visible on the registration confirmation webpage. For IRA events, registration is usually done through the Race Roster website and confirmation of participants is available from this website.

For IRA races that use the BC Athletics event insurance (selected during the sanctioning application), the race organizers do not collect the BCA day of event fee as part of the registration process from participants who have an active BCA membership (currently day of event fee is $5 per person). So these participants would get a discount of $5 on their entry fee. However, for races that have adequate alternative insurance (i.e. do not use the BCA insurance), they do not need to collect the BCA day of event fee from any participants. To ensure that your alternative insurance is adequate, refer to the "BC Athletics Alternative Liability Insurance Checklist for BC Athletics Sanctioned Events" and the "BC Athletics Alternative Liability Insurance Waiver and Indemnification for BC Athletics Sanctioned Events" documents on the BC Athletics 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.

After each race, the individual race results and IRA series scores (i.e. Age Group and Age Graded Standings) can be viewed on the IRA website results page. The IRA will also send the race results to BCA who will forward the results for BCA competitive members to Athletics Canada (AC) for inclusion in the AC Rankings.

Within one week after a road race, the race director is required to complete the BC Athletics post event submission form online and send pay fees due to BCA.

2026 SPONSORS

	Gold Sponsor **(ONE)** **Play Store** **Road Series** **$ + 3 $GC's for each road race + 1 Grand $GC for end of series** **10 races**	**Silver Sponsor** **(ONE)** **Starting Block** **Trail IRA Series** **$ + draw prizes for each Trail race** **5 races**	**Bronze** **(MULTIPLE)** **Peach City Runners** **Fresh Air Experience** **Cool Running** **New Leaf Physiotherapy** **$ Sponsorship**	
Signage at start and finish of all races (IRA Schedule of Series Races Sandwich Board - Sponsor logos posted on the schedule)	Road Race Schedule Larger logo listing Title Road Race Sponsors	Trail Race Schedule Larger logo listing Title Trail Race Sponsors	Smaller logo listing Bronze Sponsors	
Logo at IRA Tent at Races	Road Race Title Sponsor is:	Trail Race Title Sponsor is:	Smaller Logos in list of sponsors	

	Play Store	Starting Block	Peach City Runners Fresh Air Experience Cool Running New Leaf Physiotherapy	
Logo recognition on series awards	Year End Play Store Road Race Series Age Group Awards as well as Road Iron Legs	Year End Trail Race Series Age Group Awards As well as Trail Iron Legs	None	
Sponsorship Tent/Signage	Yes Play Store Road Title Sponsor tent/flags/signage may be set up at race package pickup/registration as well as Start and Finish Line with permission of local race director	Yes Trail Starting Block Title sponsor tent/flags/signage may be set up at race package pickup/registration as well as Start and Finish Line with permission of local race director	Yes Bronze sponsor contact race director to make arrangements as to where signage/tent is permitted. (i.e. By race package pickup? Food tent? Etc.)	
Website recognition	Large Play Logo listing Road Title Sponsor	Large Starting Block logo listing Trail Title Sponsor	Smaller logo in list of sponsors	

Race bib logo	Road Races Colour Print	Trail Races Colour Print Colour Print	None	
Social media recognition **FB posts for each event will tag sponsor**	YES Thanking as Road Title Sponsor	YES Thanking as Trail Title Sponsor	YES Thanking as Bronze Sponsor	
P.A. Broadcast at Events	YES Recognition of Road Title Sponsorship	YES Recognition of Trail Title Sponsorship	YES Recognition of Bronze Sponsorship	

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 (online form on IRA website under resources)
- IRA Post-Race Report Form (online 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: BC Athletics - Track and Field, Road Running, Cross Country, Race Walking, Marathons, Ultras in British Columbia, Canada
- 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 • 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 • Race Roster recommended IRA has a loyalty rate of 6.5% processing fee and $1.00 /person. Another suggestion is Zone 4		
Promotions • 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: BC Athletics - Track and Field, Road Running, Cross Country, Race Walking, Marathons, Ultras in British Columbia, Canada • For races that are hosting a BC Road Race Championship, the race will also have to be sanctioned by World Athletics which can be selected during the BCA sanctioning process. Note, application for World Athletics must be done at least 75 days before the race.		
Sponsorships/Partnerships • Arrange or confirm appropriate sponsors and/or partners. • Contact your IRA Community Bronze Sponsor for support such as draw prizes, tents etc.		

Route
• Confirmation of race route
• Course Certification – 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:
  ○ 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.bcathletics.org/Content/course-certification-faqs/46/		
Online Registration • 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. • **Road Registrations – February races – live by December 31st of previous year. All other road races live by January 31st** • **Trail Registrations – live by March 31st**		
Six months Prior	Notes	Date Completed
Each constituency the event touches needs to be contacted. This may include, but not limited to: • 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 • Transport Canada (Federal Airspace rules) [https://tc.canada.ca/en/aviation/drone-safety], BC Transport [https://www2.gov.bc.ca/gov/content/transportation/transportation-reports-and-reference/transportation-acts-regulations/collection-notices-transportation/unmanned-aerial-vehicles-drones] and city if using drones. • RCMP • *Fire Department* • *BC Ambulance Service* **Awards** • 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		
Develop Promotions Strategy • Print Brochures, if required • Begin active promotions including brochures, online, events lines (news, radio, TV, online) • Press Releases or social media posts		

Route • Confirmation of race route • Course Certification – if required. The IRA strongly recommends that the road race courses be certified to ensure the distance is accurate **(certification can be a long process – allow 4 months to complete**). For more information, refer to the following websites: ○ 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.bcathletics.org/Content/course-certification-faqs/46/		
Timing services • Startline Timing (recommended by IRA), link to website: https://www.startlinetiming.com/ • Zone4, link to website: Timing Services | Zone4.ca • SportStats West, link: Office Locations		
Book First aid/Medics • Nursing students from local school • St John's Ambulance ○ http://www.sja.ca/English/Customer-Service/Pages/Request-First-Aid-Coverage-for-Your-Event.aspx		
Three months Prior		
BC Athletics Submit BC Athletics online sanctioning application for road races: https://www.bcathletics.org/CalendarResults/Sub/event-sanctioning/794/ Note: 2 Options for Day of Race Insurance: 1. Private Insurance (i.e. City, own business, or may apply to https://www.oasisinsurance.ca/insurance_forms/special_events_liability_insurance_application.html) 2. BC Athletics Day of Race Insurance To get Insurance Application. If we don't have insurance for the event the city, etc. won't issue permits. ○ 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 • Determine needs • Identify volunteer coordinators		

○ Food and Beverage ○ Marshals ○ Timing ○ Set up and Tear down ○ Announcers, award presenters…		
Confirm - Physio and other supports		
Book Road Flag Personnel – • As needed, arrange for road flag personnel		
Confirm bookings and deposits • City or town bookings		
Book with City or another supplier • PA system • signage, pylons, vests		
Book • Portable Rentals. Drop Friday and pickup Monday. • Coffee – McDonalds, Tim Hortons (suggestions)		
Solicit donation for draw prizes		
Walk about ○ location of start/finish line ○ power Clock and PA and water (food) ○ traffic control ○ presentation area		
Think about awards ceremonies ○ Logistics nightmare ○ take too long – find a "better way"		
Post-Race Food - Interior Health ○ Food Safety: Food Safety | Interior Health ○ ○ There is a fine line between low risk (you want to be there) and high risk ○ 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 • Equipment Rentals (Need to be picked up on Saturday and dropped off on Monday). • 8-10 six-foot-long folding tables • 6 chairs		

• Power Generators?		
Book Water and Food (if offered) • Local bottle supplier (large bottles and dispenser) •		
Press releases • Make the press aware of event. • Social media		
Recruit volunteers • 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 • Paper Water cups (150 ml), garbage bags, pins for race bibs, pens, stop watches, clipboards, coat hangers, popsicle 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 • For Volunteers and runners' packages • Check with sponsors and local sport shops		
Buses - if required		

1-2 weeks prior:	**Notes**	**Date Completed**
Pick up permits • Confirm with contact at City, town, District or RDCO • Will likely require a deposit of $500		
Gate keys • If needed, get key to open city gates		
Timing Crew • Print finish line sheets (these are used as back up)		
Signs from City • 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 • 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 • Get bibs to timing crew to add timing chips to race bibs on the day before **minimum**		
Pick up and medals / awards		
Print off thank your certificates for delivery when returning items Monday		
Confirm and details • Flaggers • Timing crew • buses and other services • Porta Potties • Sanitation stations • Food and water • Finish Line setup and pick up		
Pick up o Public Address system – **Friday** o Traffic Vests, traffic cones, etc. o Pick up Gate key **Friday before 3**		
Preliminary course layout • Coordinate route markings with Route set up crew o Start/finish lines (White Tape (removed after) or flour if need be) o KM markers o Water Stations		
Think of "what if's" o Supplies such as plastic bags, extra extension cords, tents (It can rain)		

Day before and day of	**Notes**	**Date Completed**
Race Package Pickup – race day • Chairs/tables • Volunteers (Often timing crew members) • 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 • 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
 	
• Water stations – educate the volunteers
  o Tables
  o Water
  o Cups
  o Garbage bags
  o First Aid kits
• Race start – mark start and finish line with 50mm white tape or timing mat
• Distance indicators
• Course markers (cones, direction arrows, barriers, etc.)
• Start line
  o Runner packages
  o Tables and Chairs
  o Cash box/float (if day of race registration)
  o Pens, etc.
• Finish line
  o Tents – particularly if rain is forecast
  o Tables/chairs for food, timing…
  o Power for computers, etc.
  o Timing clock
  o Signage (may need to move from start to finish lines
  o Ropes, etc. for final chute		

Print of names of volunteers and racers for door prize draws		
Confirm details with Announcers • Runner number and names • History/human interest items o Sponsor, volunteer, runner		

Week following	**Notes**	**Date Completed**
Return: • 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 • Volunteers, runners… • Major sponsors - certificates		
Debrief to improve next year		
Start conversation with IRA re: details and dates for next year		
Complete BC Athletics Post Event Report and send copy to IRA President. 2026 Road Running Post Event Report		

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. Request the volunteers to register online as a volunteer for the race and keep a record of volunteers that actually show up to help out with the race as their name could be entered into draw for prizes and/or they could get credit towards their IRA series age group and iron legs award.

1. Equipment movers
2. Garbage detail
3. Course marshals – they must wear high vis vest and know how to direct the runners on how to follow the correct race route
4. Aid Stations
5. Start and finish area set up and take down
6. Start line
    a. Starter
    b. Marshals
    c. Timers
    d. Mark (e.g. 50mm white duct tape) start line on road/path
7. Finish line
    a. Mark (e.g. 50mm white duct tape) finish line on road/path
    b. Recorders
    c. Timers
    d. Spotters
    e. Chute organizer
    f. Result Runners
    g. Race Announcer
8. Course signs and markers (km/mile signs, cones for corners & turnaround, race in progress signs, direction arrows, caution/warning signs, etc.)
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. Lead cyclist (wearing high vis vest) – they must know the exact running route and follow it.
14. Sweep cyclist (wearing high vis vest)

Miscellaneous

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 Event
3) Send out thank you notes to volunteers after race