

Non – SARC Races
Race Services Procedures

Reference SARC Race Services Request and Service cost documents on www.summitathletic.com.

Race Services Coordinator

Assign SARC member

Experienced and trained in race services functions.

Responsibilities

SARC interface with the Race Director.

Analyze the race request and flyer. Assure services can be correctly provided.

Select with Volunteer coordinator to insure that required number of volunteers are available. Mix of experienced and neophyte.

0Complete non-SARC race equipment form, assuring correct equipment is available on race day.

Typical equipment for 300 or less runners

1 Timer box

1-2 Rope boxes

1 Speaker Phone

1 Chute (12 – 16 tall orange traffic cones & bases)

1 Canopy tent (If inclement weather is a possibility)

10 Small traffic cones

1 Small clock w/case, tripod & cover for inclement weather

(NOTIFY SARC equipment coordinator 3 days before race for charging the clock.)

1 SARC banner

1 Computer with run/score, configured for race

1 Printer and paper

1 Printer interface cable

1 Electrical extension cord with 3 outlets

Assign volunteer responsibilities on Race Day

Typical and minimum volunteers and functions for races with 300 or fewer runners

***** 2 timers (1 for backup)

Periodically compare counts to assure timers are in sync.

If not notify race coordinator.

- ***** 1 Stringer (Race number tags) 6 stringers per race.
Using stringer, place tags UPSIDE DOWN.
MANDATORY – Runner MUST HAND TAG to stringer.
- *** 1 tag runner. Enters the chute, periodically, collecting the timer tape and stringer at the end of the chute. Take to the Run/Score results area for computer entry.
- ** 2 chute monitors, shouting to the runners, to keep MOVING, STAY IN ORDER and TEAR OFF RACE # TAG.
- * 1 monitor, 50 – 100 feet, out from the finish line, directing the runners to the finish chute and spotting bandits (Runners without race numbers) and directing them to NOT ENTER THE CHUTE, leave the course.
- ***** 2 Run/Score Entry and Results.
Before the race – enter the race day entries into the R/S program. Test the results format.

During the race – tie tags from stringers using an electrical tie. Remove the stringer and return with the tag runner. Number the tag group ie: 1, 2, 3, etc. Then enter the tag numbers and times into R/S.

Run race results ASAP and give to the Race Director.

***** Definitions. Volunteer training/experience level on a scale of 1 – 10 where *=1-2, **=3-4, *** =5-6, ****=7-8 and *****= 9-10.

Volunteer training is best conducted in an actual race environment. Non SARC races tend to be smaller in size. Trainees can be used to shadow the various finish line functions. This will result in more volunteers required but invaluable in developing a solid core of experienced Race Services personnel.

Finish Line Setup

Chute – Setup tall cones, 2 side by side and spaced wide at the finish line and narrowing to a “Runners” width at the end of the chute. Place cone sets (2) approximately 20’ apart. String rope through cone tops, both sides, the entire length. Put the rope, squeezed together, through the cone hole and loop over the cone top.

3 – 6 small cones in front of the finish line, forming a “V”, to direct runner to the finish chute.

Locate the Run/Score equipment in a room, with electricity, near the awards presentation area, and away from runner traffic.

Pack up Equipment

At the end of the race, load all the equipment into the vehicle for return to the SARC storage shed. All equipment must be checked (x) as returned on the Race Non-SARC form

Record the volunteers' names and send to the Race Services Coordinator who will forward to Reach the Summit entry person.

THANK ALL THE VOLUNTEERS and give out Race shirts if available.