

MRA Race Director's Checklist

This list is completed in random order and will vary by event size and is intended to be a guide only (we encourage you to review the race directors guide, standards and grading, and safety guidelines)

Your first contact when planning an event is the Manitoba Runners' Association

Pre- Race

- Location, date, time, course, distances, entry fee determined
- Sanctioning application made and sent to MRA with \$200. cheque post dated to 2 months prior to race day
- Sanctioning confirmed by the MRA
- MRA race series, is this race an MRA series run? If so the rules and standards must apply
- Initial budget prepared
- Sponsors located
- Sponsor contracts prepared
- Decisions on types of awards and age divisions
- Municipal permits requested, food, street, etc. (review with MRA)
- Permits received as required
- Race timer confirmed
- Registration process confirmed, on line etc.
- Entry form design completed
- Entry forms printed
- Entry forms distributed
- Course certification/measured (check with MRA)
- Course map for registration web site, race kits and display at event site
- Bib numbers and pins ordered
- Bib numbers and pins received
- Race kit pick up location, date and content for race kits
- Awards ordered
- Awards delivered
- T-shirts designed (do you have t-shirts for volunteers)
- T-shirts ordered
- T-shirts delivered
- Press release issued
- Other promotional plans implemented
- Signs, banners arranged for
- MRA equipment list completed
- Traffic cones, barriers and signs arranged in addition to MRA equipment if required
- Portable toilets (if necessary)
- Sound system ready (if needed) (Could be MRA)
- Communications system (2 way radio or cellular)
- Parking planned

- Volunteer meeting scheduled to assign race day responsibilities and give instructions
- Aid stations planned, vendor to supply water confirmed
- Volunteers confirmed for the finish line, course, traffic control, aid stations, set up, take down and race kit pick up
- Volunteers for registration, timers, finish line chute)
- Medical personnel arranged
- Lead cyclists, pace bunnies (if needed)
- Race kits prepared
- Race kit pickup
- Special guests and speakers confirmed
- Post race food/water/refreshments arranged
- Other

Race Day

- Runner check in, set up & event day registration
- Signs and banners traffic cones/barriers in place
- Aid Stations set up with volunteers in place
- Course marshals in place
- Emergency medical personnel in place
- Finish line set up with chute and timing personnel
- Lead vehicle in place (cyclist, pace bunnies)
- Awards ceremony ready with all awards on site
- Speakers, award presenters ready with a prepared schedule
- Food and refreshment preparation
- All participants into start area (race start pre confirmed, give instructions to all participants)
- Start Race (starters pistol/bull horn/referee whistle)
- Other

Post Race

- All runners off the course (have a finish time to close the course)
- Finish line work completed
- Award winners determined
- Award ceremony held
- Course & associated area cleaned up
- Equipment dismantled and returned
- Results for press prepared and submitted ASAP
- Printed results prepared for participants
- Thank you note to volunteers/officials/sponsors
- Debriefing meeting with key people
- Fill out MRA Post Event form and remit with cheque**
- Choose next year's date and site changes
- Financial accounting completed
- Submit next year's information to the MRA by Dec. 15.