

# IMRA Race Director Panel

## Race Director Training



## Outline

- Training objectives
- The race lifecycle
  - Weeks -4 to -2
  - Week -1
  - Race day
  - Post race
- Managing the website
- Race equipment
- Registration, timing (laptop) and finish processes
- Race safety
- Practical exercise
- Tools and knowledge resources



# The Race Lifecycle



## Weeks -4 to -2



What	Who	Week '-4'	Week '-3'	Week '-2'	Week '-1'	Week '+1'
<b>Appoint Core Team</b>						
Appoint deputy race director	RD					
Appoint first aid officer	RD					
Appoint laptop operator	RD					
Appoint route marker	RD					
<b>Guidelines</b>						
Read registration guidelines	RD/LT					
Read finish line guidelines	RD/LT					
Read safety guidelines	RD/FA					
Read financial guidelines	RD					
Read race marking guidelines	RD/RM					
Note registration fees, race fees	RD					
<b>Permission</b>						
Get permission from Colille (if required)	RD					
Get permission from landowners (if required)	RD					
Get permission from other bodies e.g. National Parks (if required)	RD					
Get keys to barriers, gates etc	RD					
<b>Route &amp; Logistics</b>						
Finalise route (senior, junior, short course)	RD/RM					
Identify parking arrangements at race location	RD					
Identify car pooling and prize-giving location	RD					
Notify pub of expected numbers	RD					
Identify any specific safety concerns and address	RD					
<b>Appoint Remaining Team</b>						
Seek volunteers for remaining roles (non-running & running)	RD					
Appoint volunteers to specific roles	RD					
Circulate role 'sheet' to volunteers	RD					
Identify availability of race photographer	RD					
<b>Website</b>						
Post initial race details to Web	RD					
Post updates as required	RD					

# Week -1



What	Who	Week '-4'	Week '-3'	Week '-2'	Week '-1'	Week '+1'
<b>Permission</b>						
Get permission from Coillte (if required)	RD					
Get permission from landowners (if required)	RD					
Get permission from other bodies e.g. National Parks (if required)	RD					
Get keys to barriers, gates etc	RD					
<b>Route &amp; Logistics</b>						
Finalise route (senior, junior, short course)	RD/RM					
Identify parking arrangements at race location	RD					
Identify car pooling and prize-giving location	RD					
Notify pub of expected numbers	RD					
Identify any specific safety concerns and address	RD					
<b>Appoint Remaining Team</b>						
Seek volunteers for remaining roles (non-running & running)	RD					
Appoint volunteers to specific roles	RD					
Circulate role 'sheet' to volunteers	RD					
Identify availability of race photographer	RD					
<b>Website</b>						
Post initial race details to Web	RD					
Post updates as required	RD					

# Week -1 (cont'd)



What	Who	Week '-4'	Week '-3'	Week '-2'	Week '-1'	Week '+1'
<b>Equipment</b>						
Collect 'float'	RD					
Collect prizes - winners and spots	RD					
Collect race equipment	RD					
Familiarise yourself with race equipment (what, where)	RD					
Collect laptop, printer, spare battery	RD/LT					
Ensure laptop DB synchronised	LT					
Ensure laptop, spare battery and printer charged	LT					
Ensure plentiful supply of:	RD					
annual registration forms						
sign-in sheets						
finish timing sheets						
printer paper						
pens						
printer cartridges						
pins						
<b>First Aid &amp; Safety</b>						
Confirm first aid kit is fully stocked	FA					
Ensure you are familiar with emergency response	RD					
Ensure emergency phone number is re-directed to race director mobile	RD					



# Key Points

- Ensure you have a sufficient number of 'non-running' volunteers
- Appoint a deputy race director – this provides excellent back-up, support, and 'on-the-job' training
- For early season races, ensure there are sufficient volunteers to cope with the additional burden of new runner registration
- Ensure all aspects of parking have been considered, and specific marshalling requirements arising
- Ensure you (as RD) are familiar with the route (not just the race marker)
- Ensure all volunteers know what task they have been allocated in advance -the spreadsheet tool supports this. Communicate this to them before race day, but be prepared to change this as the need arises
- Familiarise yourself with the contents of the race kit
- Don't presume laptop operator will have looked after charging of laptop, printer, forms etc – make sure it happens
- Check whether John Shiels is available to do Photos – don't assume he will be there

# Race Day



What	Who	Week '-4'	Week '-3'	Week '-2'	Week '-1'	Week '+1'
<b>Race Day</b>						
<b>Pre-race</b>						
Mark route	RM					
Meet & brief team	RD					
Assess any safety concerns and act accordingly	RD					
Set-up parking	RD/Team					
Set-up registration	RD/Team					
Set-up finish	RD/Team					
Brief runners on:	RD					
route, safety, marking, passing etc						
prize-giving location						
other points to note						
Start race	RD					
<b>During-race</b>						
Ensure finish system is operational and record finishers	RD/Team					
Co-ordinate any emergency response as required	RD					
<b>After-race</b>						
Ensure all registered runners are safely off the mountain	RD					
Ensure numbers are collected and re-sorted in the correct order	RD/Team					
Ensure all equipment and rubbish is packed	RD/Team					
Ensure the race route is un-marked by a Helper or the Race Marker	RD/Team					
Ensure any barriers that were un-locked are re-locked	RD/Team					
Print off results, if laptop was used	LT					
Give out the race prizes and spot prizes	RD					
Ensure that the results file is sent for upload to the website	LT					

# Key Points



- Plan to stand-down your ‘running’ volunteers from 7:15pm, and ensure there are sufficient ‘non-running’ volunteers to take their places
- Be clinical regarding close-down of registration – at least 15 minutes before the race start, and more should you judge this is necessary (but do inform people in advance)
- Prepare a checklist of what to cover at the pre-race briefing
- Get some assistance with the prize-giving – e.g. someone to hand out the prizes/store away the unclaimed prize. This frees up the RD

# Post-Race



What	Who	Week '-4'	Week '-3'	Week '-2'	Week '-1'	Week '+1'
<b>Post Race</b>						
Return the IMRA Incident Form to Record Secretary (if required)	RD					
Organise to return all equipment to the Equipment Officer	RD					
Complete financial returns to Treasurer, lodge money	RD					
Return all Registration Forms and Sign-in sheets to the Records Secretary	RD					
Return keys for barriers where necessary	RD					
Dispose of rubbish	RD/Team					
Issue 'Thank-you' email to Volunteers, solicit feedback	RD					
Compile any lessons learned and issue to Committee, RD Panel	RD					

# Managing the Website

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## Managing the Website

- Manage event details
  - Race details
  - Volunteers
  - Maps



# Race Equipment



## Race Equipment



- Review current kit
- Suggested improvements:
  - Shelter – gazebo, camper van?
  - Registration and finish funnels – cones don't function very well, suggest light-weight stakes & tape, or belts
  - Waterproof clip boards, paper and pens

# Registration, Timing & Finish Processes

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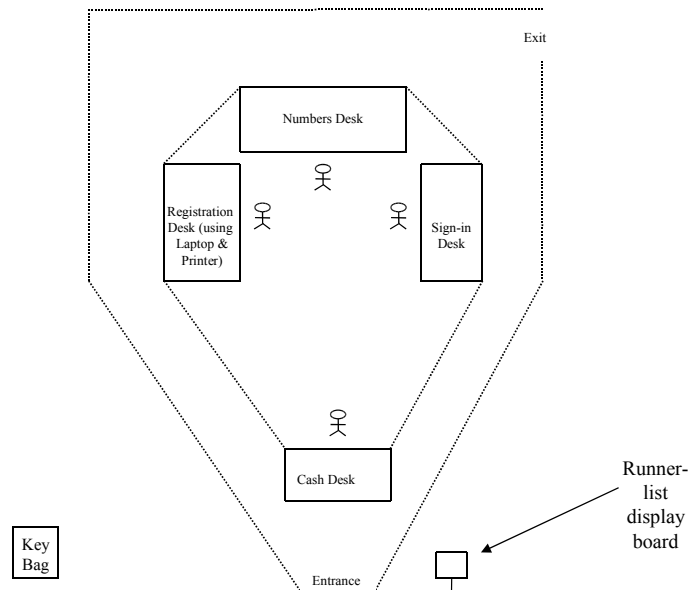
## Registration



- The registration diagram in the next slide shows the ideal setup of a registration area that has been used very successfully for up to 250 runners
- Diamond/Triangular Shaped - One Entrance – Cash Desk, Sign In Desk (one side), Registration Desk (other side), Numbers Desk (at the point) and one Exit. Ideally this area is taped off
- This registration area requires a Laptop Operator and 3 Helpers. An additional helper or two should be available to help at any of the desks if queues begin to form



# Registration Area Diagram

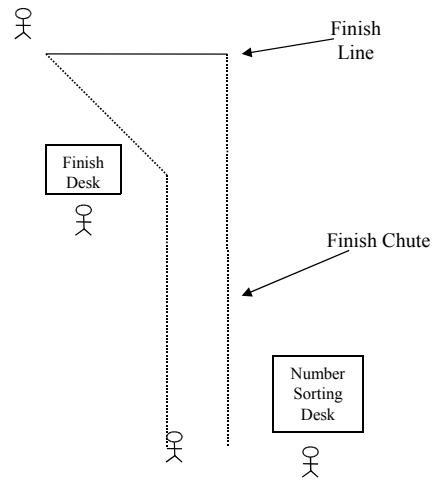


# Finish Line



- The Finish Line diagram in the next slide shows the ideal setup for the finish line. It requires 2-3 helpers in addition to the laptop operator
- The Finish Line should be situated well back from the last bend in the race so that the runners can be seen for some time before they cross the finish line, making number recording easier
- An uphill finish is an advantage as it slows down runners as they approach the finish line.

# Finish Line Area Diagram



# Race Safety



## Key Points



- Be fully familiar with the safety guidelines (available on the website), and how you might respond to an emergency. Having a deputy RD provides useful support in such a situation
- Identify and pre-empt safety issues in advance, and manage risks accordingly
- Ensure that all registered runners are recorded, whether they finish or not
- Juniors – be aware of the special requirements of juniors, from a race marking, marshalling and guardian perspective. Call them together at the start and be aware of how many are racing, and that they are appropriately briefed
- *The IMRA safety policy is currently under review. When complete, this will provide guidance on how to deal with safety issues which may arise. The following slides provide some basic guidance.*

## Mitigation



- Make runners aware of the emergency phone number on the back of their race number.
- Bad weather conditions which results in poor visibility. If circumstances dictate, a shortened route may be required or the race may be cancelled.
- Ensure race marker is competent
- Remind runners not to cross marking tape.
- Do not let a runner take part if you are not satisfied that they are capable (particularly relevant for Championship races). Issue adequate health warnings in advance
- Kit requirement. If you deem it necessary, you may enforce a compulsory kit requirement. Make sure this is published on the forum and event page well in advance.

## Unfinished Runner – Missing Runner



### 1. How do you know there are runners unfinished / missing?

- Constant communication with laptop operator
- Ask later finishers how many behind them and how far back

**Tip:** If you suspect that you may have a missing runner(s), you may want to ask an experienced race director who is close by to give you support and to wait with you. They will be happy to help out.

### 2. When does an unfinished runner become a missing runner?

- Check race history of individual runner – typical % winning time
- If there is more than 1 runner are they likely to be together?
- Is the runners number back in the box? (not 100% accurate)
- Compare laptop results with manual results
- Telephone the runner.
- Telephone the runners friends if known

## Runner Missing



**Call Mountain Rescue: 112**

Do not put anybody else at risk by sending them out to search

It may be appropriate for a minimum of 2 experienced mountaineers to go out to run/walk over the course together.

Do not remove marking tape – particularly on a “loop” course.

Continue to attempt to contact runner on mobile.

Be prepared with map of route to give mountain rescue

# Tools & Knowledge Resources



## Tools



### Race Director Guidelines:

- [••Ρεγιστρατιον Γυιδελινεσ](#)
- [••Φινιση Λινε Γυιδελινεσ](#)
- [••IMPA Σαφετη Γυιδελινεσ](#)
- [••IMPA Φινανχιαλ Ινστρυχιονσ](#)
- [IMRA Race Marking Guidelines](#)
- [••Ρεγιστρατιον φεεσ, ραχεσ φεεσ ανδ ρεδυχεδ φεεσ φορ χερταιν χατεγοριεσ](#)

### Race Director's Event Plan:

- See attached spreadsheet