

# RACE DIRECTOR INFORMATION

Thank you for volunteering to organise your event. The committee and members appreciate your service.

The information below is a guide to organise a safe and enjoyable event. Please contact the MAWA secretary [mawasecretary@gmail.com](mailto:mawasecretary@gmail.com) or any committee member with any concerns you may have with the course or any information in this document.

## VOLUNTEERS

- A list of Volunteers will be provided to you by Steve Helm [shelm61@gmail.com](mailto:shelm61@gmail.com) Please contact your Volunteers quickly so you tell Steve Helm of any volunteers who are unable to help on [shelm61@gmail.com](mailto:shelm61@gmail.com) or text 0407608344
- Steve Helm will track usage of volunteers. To help Steve please do this:
  - **Before your event.** Tell Steve as soon as someone pulls-out. Steve will take them off the list, opening it up for someone else to sign up
  - **At your event.** You and all volunteers scan in at the results desk
  - **After your event.** The results team will compile a list of the actual Volunteers on the day and send it to Steve

## YOU WILL NEED:

- **One timekeeper** for the digital stopwatch. A member of the Results Processing Team will demonstrate the use of the stop watch
- **One placing token helper** to hand out place tokens as each athlete enters the chute
- **Two bar code scanners** to scan the three barcodes: The ID tag, the place token and the distance barcode. Two scanners are used for busy events. You definitely need two for handicap events. A member of the Results Processing Team brings these scanning items. They will train your Volunteers on the role that they have been allocated. Put your best Volunteers on this task.
- One of the above needs to start the big clock. Do not move the big clock once started. It may stop.
- **Drink station Volunteers** Two Volunteers minimum on each drink station. Volunteers need to wear disposable gloves and pick up all discarded cups in the rubbish bag provided. See below for number of drink stations required.  
*Tip: consider allocating your drink station Volunteers early so they can take the drink station equipment when you collect it the week before your run. This means you have less equipment to carry and more time on the morning of your race.*
- **Marshals at turns.** For straightforward turns and U-turns use flags, our big signs, chalk etc to minimise use of marshals. Prioritise marshals to road crossings.

- As Race Directors do not take on a helper task during the event such as scanning or handing out tokens. Keep yourself free to react to incidents.
- Volunteers must wear hi vis vests
- If you give race maps to your Volunteers ensure they are correct.

## **START/FINISH LINE**

- Set up the start/finish line away from pathways where possible.
- The clock marks the finish line. The finishing chute is set up to run from the clock to the recording table. Cones or flags lead runners to the clock. We have removed the rope and metal poles as local authorities have banned the use of stakes.

## **THE COURSE - The safety of runners/walkers is primary**

- Use paths as much as possible. Do not run on roads where there is no pavement
- Eliminate crossings and intersections if possible. If this is unavoidable then position marshals at these points. Ask Steve Helm early if you need extra Volunteers.
- **MARSHALLS DO NOT HAVE AUTHORITY TO STOP TRAFFIC**
- Drink stations to be within 5 km when the temperature at event time is 24 degrees or below. Drink stations to be within 3 km when the temperature at event time is over 24 degrees
- If the drink station is situated at a turn make sure that it is near the turn but not at the turning point. Mark the turn with cones or flags. Instruct the marshals to direct runners around the turning point
- Use flags, cones, chalk and flour to mark course. Do not use paint or permanent substances
- If possible have turning points off the pathway
- Delia Baldock will provide a Laminated A3 map for the visitors desk
- Check the course prior to the event to ensure no changes are needed due to road works etc.

## **THE START**

- Assemble runners/walkers 5 to 10 minutes before the start time for announcements, course directions etc. The first announcement must be for anyone who does not have a tag or has forgotten their number to go to the finish table now to get one.
- Remind everyone that numbers must be visible for the camera at the finish chute.
- Remind everyone we use shared paths so we need to be courteous to all other path users. We need to follow marshal's directions
- Tell competitors the location of water stations. For example you usually have just one at the turn for 5 km (2.5 km mark) under the cooler weather rule. Athletes need to know if there is not a water station at the turn for 10 km (5 km mark).

- Remind competitors that the clock is the finish line and once in the chute they must stay in line until they reach the recorders' desk. Consider using a flour line
- Ensure you have the attention of those on the stop watch and big clock when you start the event
- Give a two command start 'Ready – Go'. Check after that both the stop watch and the clock are started

## **THE FINISH**

- The Timekeeper times each runner as they reach the finish line. The placing token helper gives the token and directs them down the chute in order of finishing to the recording table

## **RACE RESULTS**

- Results are published on the website by our volunteer Results Team
- The rostered volunteer from the Results Team will bring the scanners and stop watch. The Results Team are not available for helper duties

## **GENERAL**

- Please collect the equipment the week prior to your event. You will hand over the equipment to the next Race Director at the end of your event.
- Kirstie Peddie [kirstypeddie@hotmail.com](mailto:kirstypeddie@hotmail.com) 0434823228 will provide handicap list if required.
- Check that there are sufficient cups. For more contact Jason Kell 0439 902 817 or [jason@jasonkell.com.au](mailto:jason@jasonkell.com.au)
- If you need the measuring wheel please contact John Fisher or Gillian Young
- If your event is a trophy event then Rochelle Airey will contact the holder and arrange engraving

## **FIRST AID:**

- Ensure the first aid box, defibrillator and a working mobile phone are available at the event.
- If any contents from the first aid box are used contact Karyn Tolardo 0402 831 915 [tolardo@westnet.com.au](mailto:tolardo@westnet.com.au) to restock.