



# RACE DIRECTORS' GUIDE

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# INTRODUCTION & ACKNOWLEDGMENTS

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Dear Race Director,

The main purpose of this document is to provide YOU with assistance in hosting the best road running event possible. This guide is aimed at both the new and seasoned Race Director.

For the new Race Director, it aims to outline the tasks that need to be accomplished and suggest some approximate timelines and guidance for accomplishing those tasks.

For the seasoned Race Director, it is to be used as a guide to ensure that things are being accomplished in a timely manner and as a resource for important information for the race.

Not all aspects of this guide will be implemented by every Race Director. As each race is unique and there may be deviations from the guide due to logistics, race size or they are simply not going to be included with the event.

Although efforts are made to keep this guide up-to-date, some of the information presented may become out-dated. For current information, please visit us online at: [www.runnb.ca](http://www.runnb.ca).

The document presents as long, however it is meant to cover all aspects of road running events.

If you require any further information or have any questions, please contact:

**Gabriel LeBlanc**  
Run NB Executive Director  
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Happy Organizing!

*This guide was put together with the help of many people, gathering information from various sources as well as collective experience in running these types of events.*

*Special Thanks to Athletics Canada, John Lafranco, Alex Holder, Adam Stacey, Donald Wade & Rob Jackson.*

*Many of the resources used were shared by ACTIVE Network, a leading global marketplace for activities and events, connecting participants and activity organizers, while offering unparalleled business intelligence through our industry-leading data solutions and insights platform. ACTIVE Network annually processes nearly 100 million registrations and more than \$3B in payments for over 47,000 organizers and 200,000 activities and events worldwide. Founded in 1999, ACTIVE Network is headquartered in Dallas, Texas with offices worldwide.*

*We welcome you to visit their services at <http://www.activenetwork.com/>*

# ORGANIZING A ROAD RACE

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Road running is an amazing community project and a great way to raise funds for charity or to bring people into an area for a special celebration or community event. Most importantly, it gets people active and can be FUN for everyone!

Remember, at times it can be a lot of work to host a quality event and you will need time, help and support.

The aim of this section is to help you in the organization of the race.

## SELECTING A DATE

Try to pick a date about six months from now to provide you and your team with enough time to get everything in order. Make sure to check the Event Calendar on [www.runnb.ca](http://www.runnb.ca) as well as other community calendars in your area for other local events that are being hosted on the same weekend.

The less competition for your event, the better. You will likely want to stay away from larger provincial events that have a history of drawing in large crowds; however, it may be possible to plan your race around another event or partner with them to draw in more participants.

You should also consider the season – unless you have an intense group of athletes who thrive on running in a snowstorm or downpour, pick a time of year with mild weather conditions.

## LOCATION

You'll want to choose a location. Let's say you're planning on hosting the race in your hometown – having people run through the warehouse district as opposed to the beachfront could really impact your numbers. A beautiful course is easy to promote and attractive to participants.



*Tip – be sure there are plenty of parking lots and public transportation options so participants can easily access your event; however, it will most likely be easier to obtain road closures in less popular areas (main streets are very difficult to close).*

## DISTANCE

The typical runner likes to challenge himself/herself and establish personal records on standard distances. Run NB ranks for the following distances; 5km, 5 mile/8km, 10km, Half Marathon (21.1km) and full marathon (42.2km)

The short distance events will attract more casual community runners, while the long distance events target the more seasoned runners. The most popular events are the 5 and 10 kilometre races.



*NOTE – This does not stop you from offering a different distance than mentioned above. In fact, some of our most successful events are odd distances like 13 or 15 kilometre races. Please be aware that the longer the distance, the more work and volunteers will be needed.*



*IMPORTANT - prepare an emergency plan (see Appendix A)*

## GOALS

It is very important to be realistic.

It'll be very disappointing if you set a goal of 1,000 attendees and you get 100, so be careful with your goals and make sure that they tie into how much you've budgeted. Traditionally, in New Brunswick, it can be a challenge for new NB events to attract over 150 runners. With the amount of events in New Brunswick, this is a real challenge; again, be realistic!



*Tip – once again, be realistic and set reasonable goals. Remember, smaller races have the ability to grow into larger events.*

## BUDGET

As for your budget, there are many different reasons to put on an event and one of your goals could be to raise money for a charity.

The bottom line is that you can't afford to lose money, so you need to budget everything from the portable toilets and T-shirts, to police and permits.

Once you outline all of your costs, you'll be able establish a registration fee for attending your race.

If you really want to do your homework, take a look at other successful races to get an idea of what you should be budgeting for and the average price per entry. Events in New Brunswick tend to be in the \$20-\$40 range. However, bigger events charge up to \$80 per entry. Ensure that there is perceived value in your fee.

The following is a list of items your budget will be spent on (not necessarily an exhaustive list) :

- |  |  |   |
|--|--|---|
| • Facility Rental(s)   | rental   | • Printing costs for posters, registration forms, and finisher certificates   |
| • Race Souvenirs and memorabilia (T-shirts, hats, gloves, finish medals, etc.) | • Food   | • Design fees for logos, posters, forms, etc.                                 |
| • Race Numbers and Safety Pins (4 per runner)                                  | • Water stop cups, large water containers, and garbage bags      | • Timing equipment rental   |
| • Policing and traffic control   | • Awards   | • Donation to charity, group or organization, if this is a fund raising event |
| • Sanctioning fees   | • Donations or honorariums to assisting groups and organizations | • Medical Aid for the race  |
| • Equipment Rental and Vehicle   | • Postage, stationary, labels, finish results board, etc.        |   |

**DID you know? RunNB provides free bib numbers to sanction events, use of inflatable race gantry and clock. Also through our partnership with the New Brunswick Medical society we can provide free medals for kids events!**



*Tip – plan your budget carefully. You do not want to be over budget by the end of the event – look for sponsors, donations, etc.*

## PERMITS

Once you have the details of your event sorted out, you contact city officials to ask about what approvals you may need. Some municipalities require permits if you plan to do road closures or event and noise permits. Even if you do not plan to close roads you should contact your municipality and make them aware!

Bigger events may need support and approval from law enforcement as well. It's crucial to start applying for permits as early in the process as possible because a delay in approval could affect the intended date of your race.

## AFFILIATING/SANCTIONING WITH RUN NB

Run New Brunswick (Run NB) is the recognized provincial body for road running; thus, it is the only association able to sanction events in New Brunswick. Run NB views itself as a partner for your event to help make it a positive experience for all involved.

There are MANY advantages to becoming a Run NB sanctioned event:

- Support of Run NB expertise and staff
- Use of materials such as Run NB Bibs, Race Clock, etc.
- Advertisement on Run NB website/social media that reach THOUSANDS of runners all across CANADA
- Insurance for your event participants/volunteers and board members
- Access to partnerships created by Run NB including discounts from various partners

### What is Sanctioning?

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 the 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.

When Run New Brunswick issues a sanction, it is understood that:

- the event organizer will abide by all rules and regulations
- Run NB will advertise the event on its calendar of events and provide support to organisers
- The event organizer will advertise the event as a sanctioned event in accordance with the guidelines described within the sanction.



*IMPORTANT - Course certification and sanctioning are different. Course certification specifically references the distance and change in elevation of a course while sanctioning refers to the standards and rules which will be upheld during an event. Sanctions must be renewed annually*

## ADVERTISING

Once you have sorted out the event details and have permission to put on the race, it is time to spread the word.

For some, this next statement may sound scary so brace for impact: the internet will be your number one promotional tool.

Here is a list of online and offline tools that you can use to promote your event:

- Create a race website – having a race website makes it easy for people to find you online and provides one easily accessible place for information
- Set up online race registration – offering online registration is convenient for your participants and drastically reduces administrative work for you (see tip #4)
- Use social media – creating a Facebook page and event page as well as using Twitter to tweet about your event will exponentially increase the reach and exposure of your event
- Send out emails – sending out custom email correspondence to your network of friends and coworkers will help spread the word
- Online Calendars – many websites have a community events calendar that enables you to add your event for everyone to see. Check local radio station websites as well as municipalities for these calendars to add your race to the mix. Radio stations often broadcast advertisements for these events on the air.
- Run NB Website (see Appendix B)
- Go grassroots – distributing flyers at local gyms and events, pinning posters up on bulletin boards and simply using word of mouth to tell people about your race are off-line marketing tools that can give registration numbers a little boost
- Advertise in local newspapers – buying advertisements or negotiating free advertisement (ideal for charity events) in these two types of periodicals will help increase your reach in your area and in your market. Writing a story for your local news may also allow you to attract participants. Smaller newspapers that are delivered weekly with fliers are often looking for stories on local events which in turn can be picked up by larger newspapers.



*Tip – when using social media and websites to promote your event, be sure to keep them up to date. Even once the race is done, posting information about the plans for next year will capture your audiences' interest*

## SPONSORS

There are two ways to approach potential event sponsors – you can ask for money or for VIK (Value-in-kind). VIK can be products, or services that the sponsor offers to you free of charge. If this is your first attempt and are only just learning the ropes on how to organize your first event, it might be unrealistic to go after huge sponsors and ask for large sums of money.

Start by asking sponsors to chip in for race supplies. For example, a local business could fund the race t-shirts and get logo placement on the shirts. Or, a grocery store could donate finish line refreshments like sports drinks and power bars and get their banners hung along the fencing.



*Tip – if you do ask for money, start with a smaller sum to begin with unless you are confident you have a generous benefactor.*

Here are some more tips for finding sponsors:

- If you see teams signing up, ask if they have a company that would like to sponsor the event
- Post a sponsorship page on your website with details for companies to let them know what they can get out of sponsoring your event
- Attend networking events to make connections
- Send out emails to your contact list
- Visit local businesses

## AWARDS

Most races have some sort of award for the participants who finish first, second and third place. Awards are typically given in the form of a trophy, or a medal. Both of these items can easily be purchased from local promotional product businesses.

Another product popular with runners are t-shirts to commemorate the race. These can be given out to race participants, sold to spectators, etc. Generally speaking the same business that creates the awards will be able to do up some t-shirts. This is a great way to promote your sponsors and your event as well as provide participants with a keepsake from the race.

### **\* Notice - Special criteria for Super Series**

RunNB has mandatory criteria to enable a RunNB event to receive Super Series designation. One of the criteria is that you are required to award medals for the top three male and female finishers in each of the seven age categories (19 & under, 20-29, 30-39, 40-49, 50-59, 60-69, 70 and over). Please note, this will require 42 medals in total. For more information on the mandatory criteria that apply to a Super Series designation, please refer to the RunNB website, specifically:

<http://runnb.ca/General/policies.php>



# SECTION 2

# RECRUITING VOLUNTEERS

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Volunteers are crucial to running an efficient and successful race event. They should be recruited as soon as possible when you are planning on organizing an event so that you know you will have help the day of.

Volunteers are able to cover a wide variety of positions for your event. They can be used to help set up, tear down, run water stations, work clocks, assist with planning, etc. You will want volunteers to come back so keep them happy and always remember – they are there to help you voluntarily – this is not something they have to do.

## VOLUNTEERS

Recruiting volunteers can be done in a variety of ways. Generally you will find that the majority of your volunteers will consist of friends, family, coworkers, etc., of the organizing committee.

Some other ways to recruit volunteers are as follows:

- Contact local high schools and universities – there are often classes that require volunteer hours as part of the curriculum
- Contact local running clubs or other sports groups who may be interested in helping out (you could offer a couple free entries to their group in exchange)
- Contact RunNB directly to see if they know of eager individuals looking to volunteer
- Advertise the fact that you are looking for volunteers through social media, posters, fliers, etc.

Once you have your volunteers it is extremely important to get them organized – let them know what they will be doing. The easiest way to do this is to set up a meeting in advance of the race day itself. Have all of your volunteers together and separate them into groups if possible (ex. Water station, start line, registration table, etc.). Give each person handouts on what they will be doing and explain it to them in a simple manner. Allow time for the volunteers to ask questions and test out any equipment they may be using.

Since many of these volunteers will most likely be arriving early and leaving late on race day, it is beneficial to have a morning shift and an afternoon shift so that you don't burn out your volunteer pool. Remember that these volunteers are donating their time and effort and you should take good care of them if you want them to return for another event. Offer them breakfast, lunch, water, snacks, a t-shirt, etc. to incentivize them and keep them happy.

Should you have a race wrap up meeting, include the volunteers to generate some feedback from them. Ask them what worked and what didn't – what could have gone better? They are your eyes and ears on the ground and will most likely have spoken to many spectators and participants. Online surveys sent out in the days following the event can be helpful as well.



*Tip – typically, the more volunteers the better. Be sure to thank them for their help and treat them right*

# REGISTRATION & EVENT DETAILS

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This section covers the registration process and what you will need to have done before advertising your event. The registration process should always be simple for anyone and everyone to complete.

In addition to registration, event details are also outlined in this section including pre-race, main event and post-race tips.

For a suggested timeline of details and when to accomplish them, see Appendix C.

## REGISTRATION PROCESS

The registration process can make or break your event.

Think about all of the emails and messages you get for events already – if something catches your eye but is too hard to register for, you'll put it on the back burner and eventually forget about it.

From the first email you send out about your race to race day, registration should be easy for your participants. (There are many services for online registration; most events in New Brunswick use either Race Roster, Running Room or Trackierereg).



*Tip – Ensure the registration process is SIMPLE – anyone should be able to complete it and quickly*

Here are two types of registration that you will have to tackle before promoting your event:

### 1. ONLINE RACE REGISTRATION

In today's world, you definitely need to offer a user-friendly way to sign up online. Whatever software provider you choose, make sure they can deliver on three things.

First, your users should be able to access the registration directly from your event's website with the click of a button – it should be clearly visible on the main page. Secondly, you should be able to customize the form to collect the exact information you need. Finally, the information and payments should be automatically processed and guaranteed to make it safely to you and your bank account.

### 2. RACE DAY REGISTRATION

No matter how much marketing and enticing you do, some people will still show up the morning of your race looking to register. It is your right not to accept race day registration but it is important to notify runners on your website or brochure, whatever the case may be, if you will or will not be accepting race day entries.

You need a good system in place for this, be it a simple one pager or a laptop connected to online registration. The more self-serve you can make this, the better. You don't want to waste manpower helping people register when you should be worried about start line logistics.

## PRE-EVENT

“Be the first one to show up. I don’t want people to park or set up things where they’re not supposed to.” – Dave McGillivray, Race Director for the Boston Marathon



*Tip – before leaving your home bright and early on the day of the race, make sure you have everything you need.*

**PRE-RACE** - This is the part where you welcome everyone, get the latecomers registered, sort out any issues with bibs or timing chips, set up signage and ensure the course is safely coned off (or closed). It is also important to meet with your volunteers and make sure everyone is clear on what is expected of them for the day.

Here are some of the items you may want to have:

### Water Stations (recommendation at every 3 - 6km depending on weather – see Appendix D)

Water	Plain Cups	First Aid Kit
Sports Drink	Sports Drink Cups	Tape
Pitchers	Table(s)	Directional Signage
Signs	Trash Bag	

### Timing Set-Up (if doing yourself)

Computer(s)	Extension Cord	Chairs
Printer	Table	Printer Paper
Connection Cords	Tent	Scratch Paper
Power Strip	Tent Shield	Extra Ink Cartridge

### Parking Set-Up

Flags	Signs	«Event Parking» Signs
Vests	Sign Holders	“Event-in-Progress” Signs

### Course Marking

Traffic Cones/Posts	2-way Radios	Barricades
All Signage	Flour	
Mile Markers	Flags	

### Check-In and Regular Set-Up

Safety Pins	Scissors	Cash Box (3) (Change, Extra Pens)
Banner(s)	Administration Box	Clip Boards

### **Registration Folder (per distance)**

Registration Tent Signs	Day-of Registration Forms	Waiver Sign Sheet
Blank Bib #'s	Pens	Scratch Paper
Sharpie	Waiver	

### **Check-In Folder (per distance)**

Check In Tent Signs	Highlighter	Scratch Paper
Check In List	Waiver	
Pens	Waiver Sign Sheet	

### **Goody Bag Set-Up**

T-shirts	Bars	Table
Goody bags	Flyers	Tents

### **Other**

Paper towels	Mega phone(s)	iPod Appropriate music
Trash bags	Generator	
Awards	PA System with Mic	

## **MAIN EVENT**

For the race itself, make sure that water stations are ready, volunteers are in the right place and your course is plotted and marked well. Preparation is key because as McGillivray says, “Once the gun fires, it has a life of its own.”

You should aim to make the finish line a party/celebration. You should have music and refreshments for your participants, volunteers and fans. People want to enjoy the event and celebrate their accomplishment – if you entertain them, they will be more likely to return next year!

At the start of the race, any pre-race announcements should be loud enough for all participants to hear. The start commands should be clear and concise and the starting signal should be loud enough for all to hear. A number of things can be used as a starting signal, including a starting pistol, a whistle, air horn, light artillery group or other loud noisemaker.



*Tip – shouting “GO” only works with a small group of runners*

Prior to starting the race, the race starter should ensure that race timers are ready to start their timers, that all participants are properly assembled and are behind the start line and that the start commands are clear (especially for the front runners).

The start is usually given as “runners ready” and then the start signal is sounded (“Go”). For road races, it is practically impossible to recover from a false start, so do it right the first time or hope the timers are experienced and alert.

Once the race begins, the Race Director is still responsible for several tasks, including:

- Check in with water stations and first aid stations (do they have everything they need?)
- Ensure any runners at first aid stations are being properly cared for
- Monitoring radio channels for any potential problems/situations
- Preparing for the post-race events (award ceremony, celebrations, etc.)
- Checking in with volunteers as well as law enforcement (if applicable)



*Tip – the Race Director should be actively moving around – make yourself available to help out*

During the running of the race the Race Director should make sure everything is going smoothly, do the water station and aid stations have enough supplies. Monitor radio channels if any safety concerns start preparing post-race events.

## POST-EVENT

The race might be over for the participants, but you still have some work cut out for you.

First-time race directors don’t want to find themselves in the middle of leftover food, trash bins, papers and other litter lying around.

“If you haven’t planned for breakdown, it can be a nightmare,” said McGillivray. “Everybody wants to leave, but you’ve got a lot of work to do. You may want to consider bringing in a separate team. Instead of having everyone come in at 4am, bring in a fresh team to show up at the finish line. You don’t want to have the same guys who work three days planning and setting up and who showed up at 2am, to be the only ones who are all there after the event.”



*IMPORTANT - Send your results to Run NB/media ASAP; runners want to see their time and position.*

Communicate with your participants! Surveys are a great option to help you communicate after your event has concluded. This should be done ideally within 48 hours of your event. There are several website options to help you complete quick and concise surveys.

Survey Website Options:

[www.surveygizmo.com](http://www.surveygizmo.com)

[www.surveymonkey.com](http://www.surveymonkey.com)

You will start receiving feedback anywhere from hours to weeks after your event. If you’re lucky, you’ll find words of praise in your email inbox about how much people enjoyed your event.

However, it is very likely that some participants will complain or provide you with negative feedback. As the race director, you need to be prepared in order to know how to respond to them.

You're always going to get complaints no matter how prepared you are, Try to answer them as nice as possible, don't take it personally, and most of all-don't let it get you down. Some people like to complain. Try to make them feel like you're listening and taking their complaint seriously.



*Tip – don't forget to say thank you. Those two small words go a long way.*

Don't forget to thank:

- Any sponsors from your event
- Your participants: send an email directing them to race results, where to find the event next year, when the website will be updated, when more info will be available, etc.
- Local authorities, police, municipalities, etc.
- Volunteers: if they were happy with their experience, they'll help out again. Next time, they'll be even more prepared for the event.

The final step is to post race results and photos for participants to see (this can be done on your event page and/or sent to Run NB).

Post anything else associated with the event so people can remember their experience and remind them to sign up next year!

# RACE ROUTE PLANNING, SELECTION & MEASUREMENT

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A safe race route is very important to the success of any event.

There are a number of criteria to be considered in selecting a race route. Safety for the participants, volunteers, traffic and other users of the route should be paramount among them.

## ESTABLISHING A ROUTE

Consider the following when you are establishing a route:

If possible, run circular routes and have the runners run facing traffic.

- Closing down an entire lane or even an entire roadway for part of the race is often desirable. To close a roadway, you need permission from the roadway's governing body, such as the provincial highways department or local municipalities. Closing down an entire roadway can be a long and tedious job. It is best to get your local police department involved with this.
- Give careful consideration to the number of intersections or potential problem spots such as shopping areas, churches and synagogues, active rail road crossings, active draw bridges, fire halls, traffic lights, etc., since these will need to be marshalled by experienced adults and/or police or be properly scheduled.
- Check with local authorities for any scheduled road construction for the selected route, to what extent it will disrupt the route, and when it will start and be completed.
- Give consideration to where water stops will be located on that potential route (see water stop guidelines below). If water stops can be located next to a source of water, it will reduce or eliminate the need for physically transporting water to the site.
- For safety, avoid having participants step up or down off curbs or run on an uneven surface.
- The finish line should be located off the road and away from traffic. Preferred locations include parking lots, side lanes, running tracks, or the sidewalk. Try to avoid a sharp turn just prior to (within 15 meters) the finish line.
- If the event route on the Provincial highway is within a municipality, please direct the request to the municipality who, in turn, will address a request to the Department of Transportation. If the event route on the Provincial highway is outside a municipality, the request should be directed to the Department of Transportation & Infrastructure:

([http://www2.gnb.ca/content/gnb/en/contacts/dept\\_renderer.149.html](http://www2.gnb.ca/content/gnb/en/contacts/dept_renderer.149.html))

## MEASUREMENT – CERTIFIED VS. NON-CERTIFIED COURSES

### Certified Courses

Run NB believes that every runner deserves to run on an accurately measured course. The best way to ensure this is to certify your course. The Certification program confirms that the advertised race course distance has been accurately measured according to international standards and the measurement data is reviewed by an accredited certifier.

Run NB has a list of trained and certified course measurers available. They accurately measure your course for a reasonable fee. Contact Run NB to make arrangements (see Appendix E for contact information).



*Tip – Run NB has the necessary equipment to complete your measurement if you wish to borrow it*

Course certification provides an opportunity to be able to conduct meaningful comparisons between different race courses for the achievement of personal best performances, as well as ensuring the fair administration of qualifying times and establishment of records. A properly measured course also helps timing companies to position timing equipment at the appropriate location.

The standards for course measurement are jointly established by the Association of International Marathons and Distance Races (AIMS) and the International Association of Athletics Federations (IAAF). The system is managed by experienced course measurers. In Canada, this service is managed under the authority of Athletics Canada.

On-line course certification application is available at our **Manuals & Forms page**. Contact **John Lofranco** at [jlofranco@athletics.ca](mailto:jlofranco@athletics.ca) with questions.

**For more information on Course Certification, see Appendix F**

## NON-CERTIFIED COURSES

Smaller races may not want to go through certification requirements. You can do measurements by GPS, bike odometer, online measuring tools or even measuring wheel.

Please note that runners will complain if the distance is not correct and events that are judged not to be accurate will not be included in any provincial rankings.

## CONSIDERATIONS ON COURSE SET-UP

- Only one of the finish line or the start line of a race route can be at a predetermined point (before measurement). To find a loop that is exactly the correct distance down to the last meter is practically impossible, unless there is an out-and-back portion to the course.
- If the race course is altered in any way, it must be re-measured. Alterations can include improved road surface, upgrades to a bridge, straightening of a corner, realignment of an intersection, etc.



- To accurately measure the course, it must be measured with a calibrated wheel or other calibrated measuring device. Car odometers are not accurate enough to measure a course, though they can be used to lay the course out and act as an approximate measure before official measurement. Jones Counter are acceptable provided that they are calibrated against an accurate predetermined distance. When calibrating bicycle odometers, use the same rider who will ride the bicycle on the course, and calibrate the odometer both before and after measuring the course.
- Races that will host or are considered qualifiers for Provincial or Canadian Championships must be certified to Athletics Canada standards.

These can be found at <http://www.acroad.ca/Directors/CourseMeasurement/>

- Take a camera along to record the different locations of the exact mile and kilometer marks, as marks on the side of the road will fade away.
- During the race itself, it is recommended that each mile or kilometer be marked for races up to 10 miles long. For races over 10 miles, every 5th mile or 5th kilometre should be marked. Use mile markers for mile races (e.g. a 6-mile race) and kilometre markers for kilometre races (e.g. a 10 km race).

# SAFETY & LIABILITY

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There is a lot of work and consideration that will come into play in regards to safety and liability of all those in attendance at your event.

Above all, safety and liability should be your number one concern when planning and implementing a race event.

## POLICING, TRAFFIC CONTROL & MARSHALLING

Course marshals **MUST** be transported to their positions and briefed on the correct direction of travel. It is highly recommended that **ALL** Marshalls be briefed prior to the start of the races to ensure that they know their responsibilities during the race. If possible, provide the marshals with high-visibility vests, and a flag that can be used to indicate direction. Police should be placed at busy intersections, and they should be informed of the direction of travel the runners will take.

All of the intersections and turns along the race route should be clearly marked as to which way to proceed, and there should be a marshal directing the participants in the correct direction. Make sure that the marshals know the correct direction the race route takes, and make sure they are paying attention to the participants and looking out for their safety.

All known hazards of the area should be pointed out to the marshals, and they should be made aware that they are responsible for the safety of the participants.

Intersections should be controlled by a police officer. It should be noted that unless permission is granted, only a police officer or peace officer (firemen) can restrict the flow of traffic. All intersections that have a police officer should also have a marshal. This allows the police officer to control the traffic, and leaves the marshal responsible for giving directions to the participants.

Proper and safe race marshalling is one the most important aspects of the race. Improper race marshalling, improper directional advice and improper traffic/runner control are the greatest liabilities that a Race Director has. Ensure these functions are carried out by competent, responsible people.

## LEAD VEHICLE

There should be a lead vehicle at the front of the event. It is imperative that the driver of the lead vehicle know the **ENTIRE** event route and be aware of any dangerous intersections and other danger areas. The purpose of the lead vehicle is to warn on-coming traffic of the event in progress, to show the lead runners the correct direction, and to give the on-route volunteers notice that the participants are on their way and to be ready for them. Usually, the lead vehicle is a well-marked police or emergency vehicle.

## TRAIL VEHICLE

The end-of-race (trail) vehicle is used to mark the end of the event. There should be no event participants behind the trail vehicle. This vehicle is responsible for assisting injured runners and participants who have dropped out of the event and provide general assistance to the participants. It also tells the on-course volunteers that the last participant has passed their area and their responsibility at their particular assignment (except for water stop clean-up and teardown) has finished. Because this position is designed to help participants who have left the event, this vehicle is usually an ambulance, or includes people who are first aid trained.

## INSURANCE COVERAGE

Insurance coverage should be a top priority for any type of event, especially those with athletes involved.

Insurance coverage can be obtained from RunNB by completing a Certificate of Insurance Request Form. See Appendix G for a copy of the Insurance Request Form.

If you are approved, you will be sent a Certificate of Insurance as shown in Appendix H.

Even with insurance, you and your event staff/volunteers need to do your part and provide a safe environment for all those in attendance. It is the responsibility of the organizing committee to identify and reduce situations that are dangerous or hazardous to your participants. When planning, think to yourselves what could go wrong and how can we make sure it doesn't? Providing medical care onsite as well as having your emergency plan in place go a long way to helping you reduce the possibility of dangerous situations.



*Tip – waivers should be signed by all those participating in the event – ideally as part of the registration package (see Appendix I for an example of a waiver form).*

## BADGE STANDARDS

**To meet standards of emergency planning, an Athletics Canada Approved Event:**

1. will have an Emergency Action Plan (EAP)

### **The Emergency Action Plan**

2. will be communicated to all parties (staff, volunteers, participants, partners including municipality, police, fire, military, ambulance as required)
3. will include info on how emergency instructions will be communicated to the event community
4. will include an Event Alert System (EAS)
5. will outline shelter (muster) locations
6. will have a safety and security operations plan
7. that will include a clear command/responsibility structure
8. will include a plan to check the course the morning of the event for hazards and declare the course safe and open

9. will include a similar process to be followed before volunteers and others step down, knowing that all participants have passed (or failed to meet a cut-off and have been safely removed from the course)
10. will declare who makes the official decision that the race may start/has finished/must be cancelled
11. will declare who will communicate with the media in the event of an emergency

**To meet standards of medical planning, an Athletics Canada Approved Event:**

1. will have a medical plan

**The Medical Plan**

2. will be approved by the organization's medical lead
3. will lay out the names and contact information of all medical personnel, as well as their credentials
4. will include a map of the event area with first aid/medical deployments indicated
5. will include an inventory of medical supplies and equipment on hand
6. will include a medical post within 100m of the finish line staffed with at least one paramedic
7. will include a response team on the course.
8. Health volunteers (first-aiders) will be trained by medical professionals before the event
9. Health care professionals and trained health volunteers (first-aiders) along the course will be linked through a radio communication system
10. Your local hospital/emergency medical service will be notified that the event is taking place (by race or appropriate local authority)

**Participant medical information**

11. will be collected
12. will be available to event medical staff
13. will be kept securely and deleted after use

# RESULTS, RECEPTION & MISCELLANEOUS

This section will cover information on race results, receptions/ceremonies for awards and prizes as well as other miscellaneous information that may be important to the race director.

## RESULTS

The Race Director must decide how the race results are going to be collected and tabulated. There are many methods that can be used to accomplish this, from automated “chip” timing systems, to bar code readers and semi-automated time collection, to a manual system with finish sticks and manual time collection.

One inexpensive method is the manual system of finish sticks.

The system is basically as follows:

1. Prior to the race start, each runner is listed on a sticker. The sticker should at least contain the runner’s bib number, name, age or age category, gender and event if there is more than one being run. The stickers should be in bib number order for easy retrieval at the end of the race.
2. When a runner crosses the finish line a time is collected for that runner.
3. The runner is then given a tongue depressor with a finish position on it as they pass the finish line. It is important to keep the runners in finish order until they have collected their finish sticks.
4. The runner turns in the finish stick to the results table where the finish sticker will be retrieved and placed on a results board in the position indicated by the finish stick.
5. The finish time is then logged against the finish position. It is just a matter of going through the results and finding all of the winners of the various groups and categories.

## COMPILE RESULTS – POST-RACE

After the event is completed, the results need to be put into a form that can be published. This usually means putting them in a usable form, which can be sent to various publicity outlets.

The results for Run NB Series events must be sent to the executive director of Run NB ASAP upon completion of the event. The following individual information is required by the executive director to ensure the events are posted correctly on the Run NB web page:

Pos	Name/Nom	Residence	Prov	M/F	Age*	Chrono
1	Mike Davis	Fredericton	NB	M	40-49	33:16
2	Remi Poitras	St-Basile	NB	M	20-29	33:59
3	Shelley Doucet	Quispamsis	NB	F	30-39	36:01
4	Glenn Triles	Rothsay	NB	M	50-59	36:33
5	Alex Coffin	Saint John	NB	M	40-49	37:10

Link to file

<http://www.runnb.ca/documents/Race-Directors-Guide-for-Run-NB-for-2016.pdf>

**Note:** Name, Residence, Prov, Gender, Age or Category and time will be used to log results in RNB database and therefore each piece of information is required to maintain Results, SuperSeries points, Stats and Records

\* Age is based on age at end of year (Dec 31st)  
 For example if a runner is 49 during the race and has a birthday Oct 16 then they fall into 50-59 age group for the entire year  
 For age provide one of:  
 - birthday  
 - age at end of year  
 or  
 - age category

**Note:** If “age categories” are used instead of “age”, then each of the following categories must be provided: 19&< 20-29 30-39 40-49 50-59 60-69 70+

**Note:** Do not send results in PDF format

If you want the results posted in newspapers, the results must be sent directly to the local press contacts in your area ASAP after the race but prior to 7.00pm on race day. Newspapers are unlikely to post results more than a day after a race.

As a minimum, the results must include the finish position, name, finish time, age or age category and place of residence.

## PUBLISH RESULTS

For Run NB Series events, all results are to be headlined with the series title and the event name and number. The posting of the results to the web page will be coordinated through the Executive Director of Run NB.

## AWARDS PRESENTATION AND RECEPTION

The awards presentation should not start until all participants have finished the event. Awards should be awarded to participants in the categories that were pre-determined by the race organizers. Both male and female should be recognized and the value of their award should be the same. If there are food and refreshments at a reception, there should be enough for all participants. If food is made available prior to the end of the event, then provisions must be made to ensure that there is some available for the late finishers. You may have to supervise the food during the race to ensure spectators do not consume it before the runners have a chance!



*Tip – don't forget the volunteers, they need to be considered and included in this aspect of the event.*

Awards should be given to the top finishers of the event and draw prizes spread out to all participants. It is up to the Race Director to determine the nature and value of the award. The value of all the male and female awards should be the same.

Typical age groups for awards and/or recognition for both males and females are as follows:

- all ages
- 19 and under
- 20-29
- 30-39
- 40-49
- 50-59
- 60-69
- 70 +

Usually, the open class includes all participants in the other classes, so that a 42 year old can win the masters category and be first in the open class. Age class awards are to be awarded according to their age as of December 31 in the year of the race.

Draw prizes are usually made available to the Race Director by various organizations and sponsors, and are available to be won by all participants. Draw prizes can be pre-drawn, or drawn at the post-race reception.

## PAY BILLS

It is important that all bills are paid on time. This is where your budget and real life actually meet. If you under budgeted, then you will run out of money.

With larger company sponsors, it can take time for them to provide with you the agreed upon sponsorship. They are often required to consult with their national offices and getting money immediately is unlikely. PLAN ACCORDINGLY.

# APPENDIX A

## EMERGENCY PLAN INFORMATION

Hope for the best – plan for the worst.

Communication is key when dealing with an emergency situation. Have all volunteers, officials, medical personnel equipped with walkie-talkies or cell phones (provide contact numbers) so that everyone is in constant contact. People should not have to run around looking for someone they need to speak with.

It is imperative that you have Certified First Aid Responders at your race (qualified first-aiders, licensed nurses, paramedics or physicians are generally appropriate personnel). They must be present for the entire race. If you are able to get an ambulance with paramedics to be at the entire event, that is a plus.

Take into consideration the amount of people participating and spectating your event. The smaller the event, the less medical personnel you will need – but keep the ratios small! The race director should be made aware of all medical situations.

You will need a Medical tent, equipped with chairs, cots, blankets, bandages, water, ice, disinfectant etc. It is best to have a written Medical Emergency Plan. This should include a procedure to follow during a medical emergency, a list of key phone numbers, who is to take responsibility for each necessary step, an ambulance route, procedure for transportation to hospital, a list of supplies available etc. All key people at your race should have a copy of this plan. Allow emergency vehicles direct access to the finish line and to your medical tent should the need arise.

Emergency planning is not limited to medical emergencies, but includes weather and other hypotheticals. Prepare well in advance for anything that could arise.

Knowing where to start a plan can be difficult and frustrating – don't be afraid to ask for help. Check with other event directors, local authorities, municipalities, insurance companies and the Canadian Red Cross. These groups will be able to provide you with a strong foundation so that you are prepared for anything. Joining the Athletics Canada Road Running Supporter Program is a great way to help you prepare as they can provide you with templates for race plans. Join the Supporter Program here:

<http://athletics.ca/machform/view.php?id=35486>

# APPENDIX B

## ADDING YOUR EVENT ON RUN NB WEBSITE

As Run NB helps over 100 events a year, it is the responsibility of event directors to add events on the Run NB website. You should list your event as soon as possible. This helps advertising your event and may prevent other events in your area from hosting around the same date.

Contact Run NB to get your Login password, if you do not have one.

### Adding your event

1. Go to [www.runnb.ca/Calendar](http://www.runnb.ca/Calendar)
2. Click race director page and login
3. Enter your event info (This can be modified anytime with the same login)
4. Press Submit: Congratulations! Your event is now on our RunNB calendar.



Add Event

[Add Event](#) | [Edit Event](#) | [Delete Event](#) | [Logout](#)

**Administrative Information**

Race Type:  PC 5km  PC 5 Miles  PC 10km  PC 21.1km  PC 42.2km

**General Information**

Event title:

Event logo:  No file chosen currently no logo

City:

Province:

Event date:

Official website:

Super Series Event:  [Super Series Criteria](#)

Elite Series Event:  [Elite Series Criteria](#)

**Course Information**

Main distance:

Other distances:

Start location:

Start Time:

Certified course:

Measured method:

Course records:

Year established:

Course description:

**Registration Information**

Race day registration:  yes  no

If yes, registration Time:

If no, deadline:

Registration location:

Online registration:

Registration Fee(s):



# APPENDIX C

## TIMELINE

### 6 Months (or more) before your Event

- Contact your municipality, local law enforcement, etc.
- Apply for all applicable permits
- Sanction your event with RunNB
- Determine route (you may want to consider getting your course certified – see section 4)
- Establish an emergency plan
- Begin process of setting up online registration

### 3 Months before your Event

- Create posters and other advertisements
- Create social media pages and websites (update them frequently)
- Find sponsors for race day
- Begin process of designing & purchasing t-shirts or other event memorabilia

### 1 Month before your Event

- Contact the media
- Find and recruit race day volunteers
- Determine race kit pick-up specifications

### 1 Week before your Event

- Communicate with race participants; give them details (welcome them!)
- Go over the emergency plan with volunteers & all other details (tasks, set-up, etc.)
- Print bibs & additional registration forms, etc.

### Day of the Event

- Coordinate volunteers
- Set up finish line
- Set up water stations
- Tear down
- Clean up



*Tip – Be sure everything is cleaned up. Leave no trace – everyone will appreciate this and it will make your event staff look responsible, increasing the likelihood of hosting the event next year!*

## After your Event

- Thank everyone involved (sponsors, participants, spectators, volunteers, etc.)
- Set up a follow up meeting with the organizing committee & volunteers
- Send post-event surveys
- Offer pre-registration for a limited time for next year (this can help you with budgeting for numbers)
- Keep website and social media pages updated should you choose to host another event

# APPENDIX D

## WATER STATIONS

### Water Stops, Water and Cups

Locating and setting up water stops requires planning and forethought. The operation of a water stop requires thoroughly trained volunteers.

Some things to consider when setting up and operating water stops are:

1. For Run NB Series events, water stop frequency must meet the minimum Run NB requirements: for races held from June 21 to Labour Day, the water stops are to be located no farther apart than every 3K, otherwise, every 4K. Don't forget the first and last water stop – one at the start area, and one in the finish area. Please ensure that that all 14 volunteers at the water stops clean up all plastic cups and aim towards making the event a “zero footprint” race in your area.
2. Unless the entire roadway is closed to traffic, the water stop should be located on the same side of the road as the runners are directed to run (preferably facing traffic).
3. The water station should employ at least one table. In the best situation there is a minimum of two plywood 4' X 8' tables plus volunteers handing out water. If something other than water is being offered, it should be on a separate table and clearly marked.
4. Some runners prefer to pick up the cup of water themselves from a table while others prefer to take it from a volunteer. Try to accommodate both.
5. The number of volunteers at each water station will vary depending upon the location of the water stop. Early in the race, there needs to be more volunteers, as the runners are still bunched up and they come fast and furious. Later in the race, they are more spread out and the volunteer has more time to pass out the water and get another cup.
6. The general rule of thumb of how many cups of water to have is 1.5 times the number of participants. Thus a race with 100 runners should have a minimum of 150 cups of water per water stop. No water stop should ever run out of water. No water stop should ever run out of water.
7. Water should be pre-poured into the cups. There should also be a provision to fill more cups should it become necessary. In longer distance event, particularly in warm weather, “sports drinks” should be made available.

8. There is an art to holding the cup so that it is neither knocked from the volunteer's hand nor erupts like a volcano. With the runners coming from your left, the cup is held with the left hand. It is held on the rim using the thumb and one or two fingers grasping the rim on the left side. If the runners are coming from the right, everything is reversed. The other method of passing the water cup is to hold the cup on the palm of the hand, and let the runner take it from the volunteer. This method tends to get the volunteer a little wetter than the former method.
9. Many runners will not likely use a water stop that is located on any meaningful uphill or downhill. In the event of a very hot race day, however, it is often worthwhile to put an extra water stop at the top of a hill to encourage the less well-trained runners to take a break and stop for water.
10. Be a good neighbour. After the last runner has passed, pick up all cups, lids and straws that have been discarded, plus any other garbage that may be lying around. Some cups may be very far from the station, as runners may carry them a considerable distance.
11. If the water stop is to be located near a bridge, it should be after the bridge so as to prevent the empty cups from falling into the water.
12. There should be at least one adult volunteer per water station who is familiar with all aspects of running a water stop, and who has been trained as to how to hand cups to the participants.

Spray hoses are a nice option in a hot weather race but do not spray directly at runners - set it up as a run through. Also, ask the runners if they want to be sprayed. Spray hoses should not be across the street from a water stop. Move one up or down the street 100 meters

# APPENDIX E

## CONTACTS

### **Run NB Executive Director**

Gabriel LeBlanc  
ed@runnb.ca

### **Athletics Canada Road Running Coordinator**

John Lofranco  
jlofranco@athletics.ca

### **Department of Transportation and Infrastructure**

(506)453-3939  
transportation.web@gnb.ca

### **Run NB General Contacts**

Executive Contacts Link <http://runnb.ca/Contact/index.php>

Running Club Contacts Link <http://runnb.ca/Contact/clubs.php>

# APPENDIX F

## COURSE CERTIFICATION DETAILS

All of the following information in Appendix E is also available at <http://www.acroad.ca/Directors/CourseMeasurement/>

Certified courses are found in an online database here: <http://www.acroad.ca/Directors/CourseMeasurement/CertifiedCourses/>

### VALIDITY OF CERTIFICATION\*

Athletics Canada Certification: **10 years**

Events on IAAF/AIMS Calendar: **5 years**

*\*Should a course be changed in any way from one year to the next, it must be re-measured and a new certification issued.*

### FIND A MEASURER

To find a course measurer in your area or contact Athletics Canada's Road Running Coordinator or your provincial/territorial branch.

Measurers can charge a variety of rates depending on the complexity and length of the course. Here are some guidelines of what you can expect from expert measurers:

5k or less      \$375 to \$550

10k:            \$750 to \$1000

Half Marathon \$1250 to \$1750

Marathon      \$2000 to \$3000

In general, \$60 to \$100/km with a minimum of \$375

### IAAF/AIMS JOINT CALENDAR EVENTS

If any IAAF Member Federation or IAAF competition organisers wish to have a course measured by any other than a local "C" measurer, this is necessary if the race is to be included in the IAAF/AIMS joint calendar, they should contact the relevant International Measurement Administrator who will arrange for a measurer to be appointed.

In Canada, the following Measurers are graded "A" or "B" by IAAF/AIMS. Please contact [jlofranco@athletics.ca](mailto:jlofranco@athletics.ca) if you wish to have them measure your course.

#### A measurers:

- Paul Adams
- Bernard Conway

- Laurent Lacroix
- Marcel LaMontagne
- Dave Yaeger

**B measurers:**

- Mike Bjelos
- Clifton Cunningham
- Gary Duncan
- John Halvorsen
- John Jacobson
- Pat Riddell
- Jim Robinson
- Mark Smith

## **NATIONAL CERTIFIER AND COURSE REGISTRAR**

### **IAAF/AIMS Measurement Administrator for the Americas**

The IAAF and AIMS recognise four International Measurement Administrators?, each responsible for the administration of measurement matters in one of the following geographical areas. Canada falls within The Americas Region.

French & Spanish-speaking Europe and Africa	Jean Francois Delasalle
English-speaking Europe and Africa	Hugh Jones
Asia & Oceania	Dave Cundy
The Americas	Bernie Conway

The measurement administrators:

Appoint measurers for road race courses within their areas;

Set up, or are otherwise involved in, course measurement seminars held in their areas;

Recommend re-grading of course measurers.

### **Bernie Conway**

67 Southwood Cres.

London, Ontario N6J 1S8

Phone+Fax: (519) 641-6889

measurer@rogers.com

## **BECOME A MEASURER**

In Canada, anyone can measure a course and apply for certification, it is not necessary to enroll in formal training. The measurement manual is designed to guide a novice measurer through the steps, lists the necessary equipment, and provide the forms for completing the paperwork.

Elite level races including IAAF and AIMS designated events, championship events and RUNCanada label events may require that measurement has been completed by a graded measurer. If you are interested in measuring elite level races, you must become a graded measurer under the IAAF/AIMS Measurement System.

Learn more about grading : <http://www.acroad.ca/Directors/CourseMeasurement/Grading/>

Find a course measurement seminar : <http://www.acroad.ca/Directors/CourseMeasurement/Seminars/>

Access course measurement resources : <http://www.acroad.ca/Directors/CourseMeasurement/Manuals/>

Submit a measurement for certification : <http://www.acroad.ca/Directors/CourseMeasurement/Certify/>

Read the slides for the Oct 17-18, 201 Course Measurement Seminar in BC.

[http://www.acroad.ca/js/elfinder/files/2015 Seminar BC.pdf](http://www.acroad.ca/js/elfinder/files/2015%20Seminar%20BC.pdf)

## MEASURER GRADING

The IAAF and AIMS recognises three grades of course measurers as competent to measure specific types of courses. While in Canada anyone can measure a race, race organizers are encouraged to seek the services of a graded measurer to ensure quality and accuracy of measurement, some Run Canada events and all events included on the IAAF/AIMS Joint Calendar require measurements to be completed by graded measurers.

**Grade C** - local courses, including national championship courses, but no races in the AIMS or IAAF calendars

**Grade B** - as above, plus area championship races and races in the AIMS/IAAF joint calendars

**Grade A** - as above, plus World Championships, Cup and Olympic Games? Courses (run under IAAF Rule 1.1(a))

## GRADING OF MEASURERS

Grading of measurers is at the discretion of the International Measurement Administrator, who will make recommendations for the approval of the annual joint meeting of AIMS and IAAF. The basic guidelines for grading measurers are as follows:

### “C” MEASURERS

C measurers are C graded on successful completion of a bona fide IAAF/AIMS course measurement seminar which was managed by an A grade measurer, plus the completion of several independent measurements with full documentation.

Grading as a “C” measurer is a recognition that the person concerned has skills appropriate for measuring road race courses in Canada, for races on the national or provincial calendar. This requires two things:

the basic technical knowledge of how to measure a course.

the ability of the measurer to produce a measurement report that can be easily and unambiguously understood by an informed reader.

Grading as a “C” measurer is confirmed after the candidate has performed several measurements and sent documentation of these to the responsible International Measurement Administrator, who will use them as the basis for assessment of criteria (ii) above. At least two measurement reports must be forwarded to the Administrator within 12 months of the seminar for a candidate to be considered for grading as a “C” measurer.

## **“B” MEASURERS**

Measurers seeking B grading should send the documentation of their measurements from at least four courses to the appropriate International Measurement Administrator, who may then organise a further measurement under the observation of an A grade measurer. If the International Measurement Administrator is satisfied with the candidate’s suitability, the Administrator will recommend that the candidate be upgraded to a B grading, at the annual joint meeting of AIMS and IAAF, subject to later ratification by the IAAF Council.

Grading as a “B” measurer recognises that the person concerned is able to measure courses and document their measurements to the standard required for races on the international Calendar, excepting only global championships. It is important that the person concerned is able to demonstrate his or her ability to measure on open roads and/or city streets.

There are several differences between what is required of a national measurer and an international measurer.

Linguistic and cultural differences may make it more difficult for the measurer to communicate. In unfamiliar surroundings the measurer will need to take time to assess local conditions and to listen to advice from local personnel. The measurer will also need to take time to explain what is required for the measurement and what they will be doing during measurement (in particular, any police escort must be warned that the concept of “following the shortest possible route” will in practice mean that the measurer may occasionally be riding into oncoming traffic).

Technical differences arise through working under unfamiliar conditions. The measurer will be using an unfamiliar bike, but as long as the counter fits onto the front fork this should not be a problem. The bike may have no gears, which may make riding steeper sections a problem. There may be no existing calibration course convenient to the start and finish of the course to be measured. The measurer should always take a steel tape with them on international measurement assignments so that they can measure out a calibration course of their own, or check any existing calibration course. The measurer should not rely on local personnel to set out a calibration course, but should always either do this personally from scratch or make a careful check of an existing calibration course.

## **“A” MEASURERS**

An individual is eligible for “A” grading if they are already “B” graded for at least two years within which time he/she has measured eight courses, two of which are in the IAAF/AIMS joint calendar. One of the two joint calendar courses must have been measured under the supervision of an “A” grade measurer who should send a report to the International Measurement Administrator.

The paperwork for all eight measurements must be sent by the relevant Member Federation to the International Measurement Administrator and, if all proves to be satisfactory, the International Measurement Administrator will upgrade the measurer, subject to later ratification by the IAAF/AIMS Council.

Grading as an “A” measurer means that it is more likely that the measurer will be called upon to measure championship events, including walks courses. The main differences in such events are that they may start and/or finish in a stadium, they are usually made up of multiple laps, and they are likely to feature “designed” turns, defined by the placement of cones. The design of turns is dealt with in Appendix 2 of the Measurement handbook on page 38.

In championships all walks courses and many marathon courses are designed as multiple laps. The measurer must be careful to take account of competitors joining the lap in a different location to which they depart from it. This means that the final lap is in practice slightly shorter than the others. A counter reading should be taken as soon as the lap is joined, and again at this point after completion of the lap, but before then another reading is required at the point where competitors will depart from the lap.

Measurement on a stadium track is best done by a combination of taking the track surveyor's measurement of the track length on trust and steel-taping. The reason for this is that the accuracy of the calibrated bicycle method depends upon consistency. Calibrating on a road surface and then measuring on a rubberised all-weather track is not consistent procedure and will lead to significant inaccuracy in results.

Tracks are marked out at regular intervals in each lane. It is not difficult to calculate the distance between any two points on a track by simple addition and subtraction. Measure by steel tape to the nearest recorded mark on the track (these marks are often labelled with small steel plates on the inside curb). The only difficulty arises where runners depart from the track to exit the stadium and vice-versa. At these points the shortest possible route from the kerb of the track to the exit tunnel should be steel-taped. Be careful to identify exactly what part of the exit tunnel will be available to the competitors on the day of the race and what may be sectioned off for service or security purposes.

The calibrated bicycle measurement can usually start from the edge of the track, but if construction is still in progress then it may be better to start from outside the stadium and use a steel-tape to measure from the track to this point.

## **MAINTENANCE OF "A AND B" GRADES AND DOWNGRADING**

All measurers are required to send a copy of their paperwork for each course on the IAAF/AIMS joint calendar that is measured to the relevant International Measurement Administrator and the IAAF General Secretariat in Monte Carlo. They must also send a report to their International Measurement Administrator every two years listing their activity in course measurement. If they have not measured a course within two years, they will be downgraded.





C/O Athletics New Brunswick, 66 Belle Foret, Dieppe, NB E1A 8X9T: T:(506) 855-5011 F:(506)855-5011  
ATTN: Gabriel Leblanc Email: [leblancgab@gmail.com](mailto:leblancgab@gmail.com)

## CERTIFICATE OF INSURANCE REQUEST FORM

**BFL CANADA WILL ISSUE THE CERTIFICATE ONCE THIS REQUEST FORM IS RECEIVED BY ATHLETICS NEW BRUNSWICK**

This is to certify to:

(Name of entity requesting proof of insurance) \_\_\_\_\_

Address: \_\_\_\_\_

that the following described policy(ies) or binder(s) in force at this date have been effected to cover as shown below:

**Name of Insured:** **ATHLETICS CANADA**  
2445 St-Laurent Blvd., Suite B1-110, Ottawa, Ontario K1G 6C3

**and:** **ATHLETICS NEW BRUNSWICK**  
66 Belle Forêt, Dieppe, New Brunswick E1A 8X9

**and:** \_\_\_\_\_

**Name of Team /Club/Assoc.:** \_\_\_\_\_

**Name of Contact:** \_\_\_\_\_ **Tel. No.:** ( ) \_\_\_\_\_ **Fax No.:** ( ) \_\_\_\_\_

**Web site:** \_\_\_\_\_

**Description of Event(s):** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

Type	Insurer	Policy n°	Policy Period	Limits – Amounts of Insurance
Commercial General Liability Insurance	Everest Insurance Company of Canada	E2SB000123	April 1, 2016 to April 1, 2017	\$5,000,000 (Can.) Per occurrence \$2,000,000 (Can.) Tenant's Legal Liability

PLEASE INCLUDE A COPY OF THE LEASE AGREEMENT / CONTRACT IF ANY

### ADDITIONAL INSURED (LEGAL NAME):

IF ADDITIONAL LIST ATTACHED, PLEASE CHECK

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

THE ABOVE ENTITIES WILL BE ADDED TO THE POLICY AS ADDITIONAL INSURED BUT ONLY WITH RESPECT TO THE OPERATIONS OF THE NAMED INSURED DESCRIBED ABOVE. THE CERTIFICATE APPLIES TO THE MEMBERS AND AUTHORIZED PERSONNEL OF THE INSURED WHILE OPERATING WITHIN THE SCOPE OF THEIR DUTIES AND APPLIES ONLY TO THE DATES OF THE EVENT AS MENTIONED ABOVE.

This certificate request form has been approved by:

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE – Athletics New Brunswick



BFL CANADA Risques et assurance inc.  
BFL CANADA Risk & insurance Inc.  
BFL CANADA Insurance Services Inc.  
BFL CANADA Risk & insurance Services inc.  
c/o 2001 McGill College Avenue, # 2200  
Montréal QC H3A 1G1  
Tel: 514 843-3632  
1-800-465-2842

## Certificate of Insurance

N°: **ATHL003-023**

This is to certify to:

Address:

that the following described policy(ies) or cover note(s) in force at this date have been affected to cover as shown below:

Named insured: **ATHLETICS CANADA**

Address: **2445 St-Laurent Blvd., Suite B1-110, Ottawa, Ontario K1G 6C3**

and: **ATHLETICS NEW BRUNSWICK**

Address: **66 Belle Forêt, Dieppe, New Brunswick E1A 8X9**

Description of operations and/or activities and/or locations to which this certificate applies:

Type	Insurer	Policy n°	Policy Period (mm/dd/yyyy)	Limits – Amounts of Insurance
Commercial General Liability Insurance	Everest Insurance Company of Canada	E2SB000123		\$5,000,000 (Can.) Per occurrence for bodily injury or property damage
				\$5,000,000 (Can.) Annual aggregate for Products and Completed Operations
				\$2,000,000 (Can.) Tenants Legal Liability
				\$500 (Can.) Deductible

IT IS UNDERSTOOD AND AGREED THAT THE FOLLOWING ENTITIES ARE ADDED TO THE POLICY AS ADDITIONAL INSURED BUT ONLY WITH RESPECT TO THE OPERATIONS OF THE NAMED INSURED DESCRIBED ABOVE. THIS CERTIFICATE APPLIES TO THE MEMBERS AND AUTHORIZED PERSONNEL OF THE INSURED WHILE OPERATING WITHIN THE SCOPE OF THEIR DUTIES.

N/A

This certificate is subject to all the limitations, exclusions and conditions of the above-listed policy(ies) as they now exist or may hereafter be endorsed.

**BFL CANADA Risk and Insurance Inc.**

Authorized Representative

Signed in Montreal this **March 26, 2015**

Waiver of Liability

The waiver of liability is extremely important for protecting the race organizers from legal suits. It does not completely eliminate the risk of liability, but it can help in any legal action. **All waivers should be reviewed by legal counsel** prior to being used. If a participant refuses to sign a waiver, the event organizers should refuse to allow the person to participate in the event. The standard Run NB waiver shall be used on all registration forms for all Run NB Super Series and Timex races, and must be of a font size that is easily readable. The standard waiver may be added to, but its intent may not be reduced or altered.

The standard waiver is:

EVENT PARTICULARS: \_\_\_\_\_ (the "Race") organized by  
\_\_\_\_\_ (the "Race Organizers")

Understanding of Risk and Release of Responsibility

I understand that participating in a road race is a potentially dangerous event. Further, the weather, footing and vehicle traffic conditions may be adverse and greatly increase the danger. I certify that I am medically fit to participate without risk to myself or others. I understand that I am totally responsible for my own safety. In consideration of my being permitted to participate in the Race, I hereby remise, release and forever discharge, waive and save harmless, protect and indemnify the Race Organizers, Athletics Canada, Athletics New Brunswick, Sport New Brunswick, Run New Brunswick, any and all clubs, associations, sanctioning bodies, sponsors, participants, competitors, entrants and all respective agents, officials, volunteers, servants, and representatives from and against any and all kinds of action claims, costs and expenses and demands in respect of death, injury, loss or damage to my person or property howsoever caused as a result of my being permitted to attend or in any way take part prior to, during or subsequent to the Race, whether as an entrant, competitor, spectator or otherwise, not withstanding that some may have been contributed to or occasioned by the negligence of any of the aforesaid, their agents, officials, servants or representatives. Further, I hereby grant permission to any of the above to disseminate photographs or other race result information to the public; through any medium they so choose, from time to time.

By submitting this entry, I acknowledge having read, understood and agreed to the above. This document will bind my heirs, executors, administrators, successors, and assigns. Signature \_\_\_\_\_ Date: \_\_\_\_\_

(Parent or Guardian, if runner is under 19 years of age)

# Guidelines for the inclusion of Children and Youth in Road Races



## **Overview**

Systematic training and participation in long distance endurance events pose certain risks for individuals who have not yet reached full maturity. The purpose of this guideline is to provide guidance to organizers of road races on the minimum ages for entry to mass participation races and the recognition of performances.

It is widely agreed that a progression of maximum distance at younger ages is recommended. Children are not small adults; their anatomy and physiology are developing and not fully mature. Some of the reasons for such recommendations include:

### **Risk of Overuse Injuries**

- Stress fractures are a function of the number of repetitions and amount of applied force per repetition. A child with shorter stride length subjects himself to more repetitions of impact to cover the same distance as an adult.
- Immature articular cartilage is more susceptible to shear force than adult cartilage and predisposes children to osteochondritis dissecans. Injuries to the growth plate from repetitive trauma are possible factors in adult onset arthritis of the hip.
- Children are also prone to injury at apophyses such as the tibial tubercle, resulting in Osgood-Schlatter disease, and the calcaneus, resulting in Sever's disease.
- Asynchrony of bone growth and muscle-tendon elongation. During periods of rapid growth, bone growth occurs first with delayed muscle tendon elongation and resultant decreased flexibility.

### **Female Athlete Triad**

Participation in certain sports predisposes female athletes to developing the female athlete triad. This triad consists of three interrelated conditions: disordered eating, amenorrhea, and osteoporosis, and is directly associated with intense athletic training. Sports which place athletes at higher risk of developing this condition include those in which leanness is believed to improve performance, such as long distance running.

### **Heat Adaptation and Thermoregulation**

- Children adapt less well to exercise in the heat, especially at temperatures above skin temperature.
- At any exercise level, children produce more metabolic heat per kg of body weight (i.e., are less efficient).
- Their larger surface area/body weight ratio permits greater heat absorption from the environment when air temperature exceeds skin temperature. The smaller the child, the greater the potential for heat absorption.
- Children produce less sweat. Thus, the ability for evaporative cooling is lower. This is critical, as evaporation of sweat is the most important means of heat dissipation during exercise, especially under hot conditions.
- Children require longer to acclimatise to a hot climate.
- Hypohydration (lower body water content) has more profound effects on children.
- Children must be trained to drink frequently even when not thirsty.

# Guidelines for the inclusion of Children and Youth in Road Races



## ***Context***

While a progression in maximum distance as an athlete develops is widely accepted, apart from common consensus that 18 is the recommended minimum age to run a Marathon, there is variation in recommendations of maximum distance for younger ages. General consensus is that 10K and over should not be undertaken until after puberty; recognizing that each individual will enter and exit puberty at a different age and on average girls reach puberty one to two years prior to boys.

To learn more about these differences and how to manage athlete's training consult the Canadian Sport for Life Resource Paper: *The role of monitoring growth in Long Term Athlete Development (LTAD)* available at: <http://www.canadiansportforlife.ca/resources/role-monitoring-growth-ltad>

It is possible that given proper biomechanics and anatomy, a quality training program which progressively increases volume and intensity, in relation to the individual maturity, development as well as cognitive and mental abilities, a young athlete can have a positive experience from participating in distances beyond those recommended; however these individuals are the exception and not the rule and should be managed accordingly by qualified coaches and medical professionals. It is also noted, that the risks associated with such participation increase with the number of events in which a participant undertakes in a given year and the volume of specific training which is associated.

## ***Recommendation***

After review of recommendations from other jurisdictions, consideration of the growth and development factors at play and recognition of the most commonly run distances in Canada, the Run Canada Committee recommends the following progression of minimum age to participate in road races.

Age	< 10	10	11	12	13	14	15	16	17	18
Maximum Distance	3K	5K	5K	8K	8K	10K	10K	21.1K	21.1K	42.2K

Provincial/Territorial branches may choose include the application of minimum age requirements as a condition for sanctioning. While participation at these recommended distances is endorsed, caution is emphasized in not over-training/over-specialising athletes at a young age. Entry into races should emphasize participation and individual improvement, not performance. It is well documented that athletes born early in the year have a definite advantage over athletes born later in the year, simply because they can be up to 12 month older than their peers and that athletes of the same age may have significantly different biological ages. Therefore, events are encouraged to reward all athletes equally in these age groups by recognising participation, the achievement of personal best, maintaining consistent splits etc...

For these reasons, provincial/territorial branches do not offer provincial road running championships for younger age groups; do not keep records; do not keep rankings; and do not present annual awards.

# Guidelines for the inclusion of Children and Youth in Road Races



## *References*

- The IAAF Medical Manual (<http://www.iaaf.org/about-iaaf/documents/medical#iaaf-medical-manual>)
- International Marathon Medical Directors Association, Advisory Statement (<http://aimsworldrunning.org/articles/Children&Marathoning.pdf>)
- Canadian Sport for Life, Long Term Athlete Development (<http://www.canadiansportforlife.ca/>)
- Athletics Canada, Long Term Athlete Development (<http://www.athletics.ca/page.asp?id=347>)
- Canadian Sport for Life, The Role of Monitoring Growth in LTAD (<http://www.canadiansportforlife.ca/resources/role-monitoring-growth-ltad>)