

## **Race checklist**

1) What is your race date/time?

2) Securing the race site.

If using a Carroll County Public School property, have you completed an APPLICATION FOR USE OF SCHOOL FACILITIES form? You can get a form at the school's main office during typical school hours. You must have this filled out and completed AT LEAST 2 weeks before the race. Also, make sure with Beth or Liuda, that CCPS has a Certificate of Insurance with CCPS as an additionally insured on record in the Central Office with Wendy Garver ([jwgarve@carrollk12.org](mailto:jwgarve@carrollk12.org)). This form must be on file before you fill out the application for use at the school.

If using another property (McDaniel, Hashawha/Bear Branch, Union Mills (Lions Pavilion), Pleasant Valley Fire Hall, Tech Ct, etc.), have you contacted the property owner and gained permission for using the site. Do they need a copy of our Certificate of Insurance? Ask Beth or Liuda for a copy if so.

If your course runs on roads IN the city limits of Westminster, have you completed the permitting process for the City? You need to complete permitting for the County? Permitting can take MONTHS and most times all of it needs to be approved and done 21 days before the race... this needs to be started 3+ months in advance. Ask Beth if you have permitting questions.

3) What is the time-line for race-day?

- Packet pickup/reg
- Start of first race
- Start of second race
- Scoring
- Awards

4) Which events need to be officially timed/scored?

5) Which just need the clock running and/or times called?

6) How many runners anticipated in each event?

7) Are runners wearing (1) numbers with pull tags, (2) numbers without pull tags, or (3) no numbers (use notecards; recommended only for races of 60 or less)?

8) What Club equipment will you need?

- display clock
- timer
- bag/box of timing supplies
- small table (3 or 4)
- new, tall hollow cones (I have 8)
- old cones
- spray paint
- safety vests (we have ~40)
- box of finish line supplies (flagging, etc.)
- bull horn (s)
- water jugs
- large tables (2)

- road signs
- results boards/supplies
- kids/generic medals
- plastic bags (Runners World or If the Shoe Fits) for packet pickup

9) Do you need volunteers to (1) time the race and/or (2) help with the race?