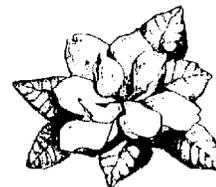


The Mississippi Track Club, Inc.



P.O. BOX 1414 - RIDGELAND, MISSISSIPPI 39157-1414

RACE DIRECTOR'S CHECKLIST

Race _____ Date _____

INITIAL PRE-RACE RACE DAY

Course

Start
Finish
Measured - Sanction Number: _____
Maps, Markings
Critical Points

Traffic Control

Parade Permit
Police/Sheriff
Emergency Vehicle
Major Intersections
Workers

Registration

FLYER
Race Packet
Pre-registration/By computer or hand
Race Day Registration/By hand
T-Shirts
Workers

Aid Stations/Start/Finish

Water, Gatorade, food, etc.
Tables, Cups & Ice
Port-a-johns/Restrooms
Workers

Volunteers

T-Shirts
Registration
Finish Line
Aid Stations
Traffic Control (Including police)
Split Timers
Pre-race Set up & Post-race Clean up

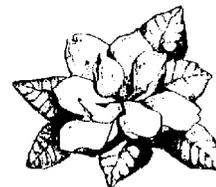
Awards

Categories agree w/ flyer
Location
Trophies--set-up
Door Prizes

Advertising

MTC Newsletter
Local Health Clubs
Newspaper/Radio/TV
Flyer Mailout/Handouts
National Publications

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RACE DIRECTING HINTS

Course: The course should be safe from dangerous traffic conditions. The Starting Line should be well marked. It may be in the middle of the street with entrants kept out of the street until race starting time. The Finish Line should be out of the street or on a blocked street. There should be room for our finish clock stands, finish chutes and **MTC** equipment van. The course should be accurately measured and marked. The **MTC** can measure and mark your course for a fee. The starting line, finish line, mile splits and all turns should be well marked. If possible, provide a map of the course, for the runners/walkers and volunteers (splits, aid stations & traffic). Critical points (major intersections, rail crossings, etc.) need special attention. The police may be needed to control dangerous intersections. Make sure of train schedules if the course crosses the tracks. **MTC** has stop signs and traffic vests available, if needed.

Traffic: Check with local police to see if you need a parade permit and get their clearance and assistance for your event. If possible have an emergency vehicle with EMTs available on race morning (stays at finish area). All major intersections and turns will need a volunteer to direct traffic and runners/walkers. **MTC** has stop signs and orange vests available from our equipment van.

Registration: Race day registration should be set-up and completely ready at least ONE HOUR before race starting time. Have at least 4 tables, one for each event and one for filling out late entry forms. Each event table should have 2 workers, registering male and female entries. The **MTC** has up to eight tables available if needed. You will need plenty of **BALL POINT PENS** (not felt tip) and 3-6 staplers, plus a money box. The **MTC** does not provide pens or staplers, although we do carry emergency numbers, pins, baggies and registration sheets.

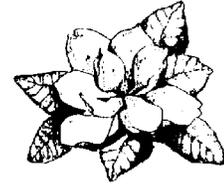
T-Shirts: You will need enough t-shirts for entrants, volunteers and sponsors. Pre-registered entrants are guaranteed a t-shirt. On race day, if you run out of t-shirts you can either not guarantee a t-shirt, offer a discount for registering without a t-shirt, or mail a t-shirt after reordering. Race packets not picked up are usually forfeited - NO REFUNDS! Put it on flyer.

Flyers: For free publication in *The Magnolia Runner* the race flyer **must** be 8½ X 11 inches, one or two sided, **unfolded**. It should include the name of the race, all events, starting times, date, location, entry fees, contact person and phone number. A small map of the course and/or race location is very helpful for out-of-towners. Also include all sponsors, award categories, entry fees and the entry form. The entry form portion should contain the mailing address, entry fees and Name to go the on check. **MTC** needs at least 1000 copies of flyer (800 for each newsletter entry and rest to hand out at races).

Aid Stations/Start/Finish: You will need approximately 1 cooler (5 gallons) of water per 75 entrants at each aid station and at the Start/Finish. You will also need ½ bag of ice for each cooler and cups. **MTC** can provide cups for \$3.00 per tube of 100. You will want to have some sports drink, food or other refreshments at the finish. **MTC** can provide Gatorade mix for \$7.00 for 5 gallons. You should have Port-a-johns or other restroom facilities available before and after the race. Each Aid Stations should have 2-3 workers per 100 entrants, minimum of 2. Workers should plan to have cups of water ½ filled and ready to hand out before race starting time. Be sure to clean up area when finished.

Awards: The overall and age group awards should agree with the flyer. The trophies should be set-up to check overalls and age groups and define awards ceremony area. If you have door prizes, they may be given out while results are being tabulated, saving the biggest door prizes for after the awards.

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WORKERS NEEDED ON RACE DAY

REGISTRATION - With one table per event, separate male & female registration, three events you need six people, plus T-shirt, Pre-registration and Money people, for a total of nine.

Mile Walk Run

Male

Female

Money T-shirt Pre-reg

_____	_____	_____
_____	_____	_____
_____	_____	_____

AID STATIONS - At least 3 people per aid station to fill and hand out cups of water.

_____	_____	_____
_____	_____	_____
_____	_____	_____

SPLITS - One person per split called.

Mile 1

Mile 2

_____	_____
_____	_____
_____	_____

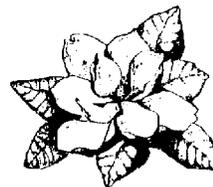
TRAFFIC - One person at each turn and police at major intersections (mark numbered points on course map).

1 _____	4 _____	7 _____
2 _____	5 _____	8 _____
3 _____	6 _____	9 _____

FINISH LINE - With clip boards, cards, chronomix and finish table, 16 people are needed, some may be provided by MTC volunteers.

ClipBoard1 _____	Cards1 _____	Timer1 _____
ClipBoard1 _____	Cards2 _____	Timer2 _____
ClipBoard2 _____	Tag Puller1 _____	Tag Puller4 _____
ClipBoard2 _____	Tag Puller2 _____	Tag Puller5 _____
ClipBoard3 _____	Tag Puller3 _____	Tag Puller6 _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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REGISTRATION INSTRUCTIONS

NOTE: In your packet you have a certain number of competition numbers and labels with the same numbers on them. Each competition number has a label to match. Certain number sequences will be assigned to women only and those matching labels will be printed in red.

Please adhere to the following instructions and attached example when registering your race applicants. **If you run out of numbers in one group, move some from one of the other groups, KEEPING FEMALES ON RED LABELS AND MALES ON BLACK LABELS.**

1. PRINT clearly the runner's or walker's competition number, name, age and hometown on the label and the registration sheet. If entering information into a computer, save registration sheets for race day and provide us with a numerical printout of pre-registered entrants. NOTE: Use a person's simple name, no middle initials or reversed name order. 'JOHN DOE'
2. Put the assigned competition number on the race entry form in case you need to cross check any information or look up an entrant later.
3. Put the competition number, name, age and T-shirt size(if you want to use this info for next year's T-shirt order) on the registration form. [Once the race starts, these forms must be turned over the MTC for race scoring.]
4. Fill out the stick-on labels with the name, age and hometown to match the competition number. **USE BALL POINT PENS!** Ink from felt-tipped pens will run when it gets wet. If using a computer, print mailing labels with the required information and put them over our labels. Remember that there will be separate sequences of numbers with red labels for women. If you mistakenly enter a Female on a Male number use a Pink Hi-Lighter to mark it.
5. Put the label in the plastic bag, fold and staple twice as in the example. Be careful to not staple the label itself as it will be difficult to pull from the runner's competition number at the end of the finish line chute.
6. Put the competition number with label, 4 safety pins, T-shirt and any maps, local coupons, advertisements, etc., in an envelope or bag. This will make-up the Pre-registration Packet. Print the entrant's name, last name first, at the top of the packet and alphabetize in boxes for easier packet pick-up on race day. You do not need to separate packets by event.
7. **If scoring teams , write Team Name or Team Number in 'Hometown' area and use blue, green or orange a hi-lighter to mark "Hometown" area across entire label. Use a different color hi-lighter to mark locals or other special groups. Example: Orange=All Team Members, Green=All Church Members, Blue=All State Employees. Write Team members on Team Registration sheets only. Do Not use Yellow or Pink hi-lighters, please.** Pink indicates Female and yellow doesn't show up well outside.

ON RACE DAY: Have on hand extra registration forms, numbers, pins, pencils, staplers, tables and plenty of help to register the late entrants.
Also, have on hand necessary money to make change for late entrants.

**If you have any questions or problems please call:
Jack Ward at 601-847-4190 between the hours of 8:00am and noon,
or cell 601-201-1629 anytime except Saturday morning.
E-mail MTrackClub@aol.com.**