

Cape Girardeau Road Runners

P.O. Box 2325

Cape Girardeau, MO 63701

**CAPE GIRARDEAU ROAD RUNNERS CLUB
AGREEMENT FOR USE OF TIMING EQUIPMENT, CALIPHONE, AND ENTRY FORM SUBMISSION**

******To reserve the clock, please submit as early as possible before your race starts******

As part of its goal to support and encourage local running events, the Cape Girardeau Road Runners Club makes available timing and finish line equipment for use at area races. The following conditions apply to the use of that equipment.

1. The following fees will be charged for use of the timing equipment, which includes electronic hand held thermal paper printer timers and large finish line clock.
Single Race under 5 miles (8K)\$125
Single Race over 5 miles (8K).....\$150
Dual race distances up to 10K (timed)....\$175
Race over 10K (Half Marathon etc) add\$100

A \$15 discount will be applied to races whose Race Director is a current Cape Girardeau Road Runners Club member. (One discount per race director/year)

2. A Club member, who has been trained as an “official timer”, will transport and operate the timing equipment. This official timer will be responsible for setting up and operating the equipment at the event. In most cases, the official timer will require one race official to assist him.
3. If a race is **twenty miles or more one-way** from Cape Girardeau, a fee of .51 cents per mile (Current IRS rate) for **all miles** will also be charged, and should be added to total amount due. The mileage should be **computed as round trip** using map quest from 320 N Frederick St. Cape Girardeau, MO to the race address.
4. If you provide a PDF of your signup form or link to a registration website we will email that information to our members and post it on our Social Media at no charge. We must receive the form/link **2 months prior** to your event in order to have it sent out.
5. **Webscorer immediate results** – You have the option of utilizing the Webscorer program for your results. Rather than needing to manually enter times into your registration data, Webscorer will record times and provide results to you and your participants. This will also provide you with overall and division results by either internet download or we can provide immediate printed results. This is available for an additional \$125. Prior to the race, you will need to submit an Excel file of your registrants. Day of registrations will be added just prior to the race. The Race Director will need to provide 1 volunteer at the finish line.
6. A small caliphone pa system is available for a fee of \$35.00.
7. Payment for equipment rental is due in full upon submission of the contract.
8. Race Cancellation Policy
 - Race cancelled at least 14 days in advance 50% refund
 - Between 13 days and 72 hours 75% cancellation fee plus any expense occurred
 - Less than 72 hours no refund

Please complete, sign and mail in the next page with appropriate payment to

Cape Girardeau Road Runners

Clock Contract
P.O. Box 2325
Cape Girardeau, MO 63702

Official Contract
Agreement with Cape Girardeau Road Runners to time the following event

As an official representative of the organization sponsoring the event, I have read and agree to the terms and conditions described on page one of this form. This information will be posted for people to contact.

Date _____ Name _____ Signature _____
(print)

Name of Event _____

Race Distance _____ Date of event _____ Start Time _____

<p>Information to be placed on website/race calendar</p> <p>Race Director _____</p> <p>Are you a First Time Race Director? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Address _____ _____</p> <p>Telephone _____</p> <p>E-mail _____</p> <p>Race Benefits (if fund raiser) _____</p> <p>Race Website _____</p>	<p>Please send contract and payment to:</p> <p>Cape Girardeau Road Runners Clock Contract P.O. Box 2325 Cape Girardeau, MO 63702</p> <p>Credit Card Payments are available upon request. A small service fee will apply.</p>
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Upon receipt and scheduling of your race, the race director will be contacted for confirmation.

Detailed directions to the race start:

Clock and mileage
Clock Rental (select race distance)
Single Race 5 miles (8K) or Less.....\$125 _____
Single Race over 5 miles (8K).....\$150 _____
Dual race distances up to 10K (timed).....\$175 _____
Race over 10K (Half Marathon etc) additional ...\$100 _____
<small>(Any other distances please contact Cape Girardeau Road Runners)</small>
Webscorer immediate online/print results.\$125 _____
Total Round Trip Mileage _____ miles @ .51 = _____
(Any race 20 miles or over one way) (Include all mileage)
Cape Girardeau Road Runner Race director member discount (subtract \$15).....-
PA System.....\$35.00 _____
Total Enclosed _____



Cape Girardeau Road Runners Basic Race Guide

This Guide is published to help give race directors a hand in planning and executing a running race. This is by no means a strict guideline as all races have a varying degree of situations associated with them.

□ Sponsors

The first and most important step is obtaining sponsorships. Usually, one or more main sponsors along with as many minor sponsors as possible. These can be monetary donations or “in kind” sponsorship items. Entry fees usually cover t-shirts, awards, printing, timing and other minor miscellaneous expenses occurred with the event.

□ Course layout

A lot of planning will go into your course layout. Day/time of week, traffic flow, volunteers needed, water stop placement, all play a role when you design your course layout.

A parade permit may be required by the local Police Department prior to hosting your event.

Make sure you measure and verify your race distances. There are many websites available to plot and post your course for runners to go online and take a look prior to the race.

□ Volunteers

Having enough volunteers for a race is very crucial for a successful event. Race day registration, traffic/intersection control, water stops, finish line duties, and award distribution are all part of race organization that will need volunteers for accomplishment. Make sure you have volunteers at all major intersections. They should be wearing a safety vest or a bright shirt. If all your volunteers have the same bright colored shirt with the words “Volunteer” on the back, there will be less confusion with the public when they help with your race.

□ Race entry forms

Your race entry forms will need to be designed to include as much information as possible. Name of race, date, location, start time for each event, award information (age grouping and number of awards), contact information, waivers, address to return the form with payment, and a mail able section to include entrants name, address, age on race day, t-shirt size requested, what event they are entering (if there are different distances or you have a run/walk event), and a place for a signature and date.

On line registration is another option. There are some on-line registration companies available for race directors to have their race placed. Runners can then, for a small fee, register online and pay with a credit card. You can set it up to receive notices every time someone registers. The company will then send you any registration fees they’ve collected usually every couple of weeks. (Contact Cape Road Runners for information)

□ ***T-shirts**

Type/style

Decisions will have to be made on the material and type of shirt you want for your race. Do you want a cotton blend or a dry-fit moisture wicking shirt? Dry-Fit shirts are more expensive but are a somewhat better material and feel. Long sleeve or short sleeve is another decision.

Artwork design

A logo for your race to be placed on the shirt sometimes takes a lot of planning. Of course you want something to be representative of your event. Most printing companies will help with the artwork design once you give them a rough draft/idea to work with. Your cost will be dependant on the type of shirt (color, long/short sleeve, and material) and the number of colors incorporated in your art design. The sponsors for your race are placed on the back of the shirt and usually are one color.

T-Shirt cut off date

You may want to advertise a “guaranteed t-shirt if registered by date”. No one likes to be short or have a bunch of t-shirts left over after a race. If you advertise a guaranteed date, you can usually add some to it for race day registrations and then place your order ahead of time. Some t-shirt companies don’t charge for a second order but most will charge a lot more for a second run.

Volunteer shirts

You may want to consider ordering a bright colored shirt for your volunteers. When they are placed on your course at major intersections, they are more recognizable as being with your race to the general public.

□ ***Awards**

Type

The decision on what awards will be handed out and what style/type also has to be made. There are trophies, medallions, plaques, ribbons etc. Some awards can be custom made with your race logo put on them, however these usually cost more and there is a minimum order needed. There are standard designs available for the type of event you’re hosting. There are a lot of companies available to purchase your awards.

Age Groups

You will need to determine what age group categories your awards will be in. Some race group the age brackets in five year groups while other will use ten-year groups. You will need to determine how many overall awards you will be giving. First overall Male and Female are the most common followed by the top three in each age group by male/female. How you break up your awards will be entirely your decision.

□ ***Timing**

Finally you need to decide on a timing system for your event.

The Cape Girardeau Road Runners offer timing for your event. We offer an affordable system using electronic hand timers. A number is given each runner as they cross the finish line. A print out from the hand timers will have a number/time corresponding to each runners place. These print out times are then transferred to the registration sheets for easy calculation of finish places.

A large display clock is also provided along with an optional portable pa/cd sound system.

Race directors can send their results to caperoadrunners@yahoo.com to be added on the website results page.

- Contact Cape Girardeau Road Runners for more information and resources for ordering your race needs

