Montana Cup General Guidelines for Meet Hosting

The two centrally important tasks for successfully hosting the Montana Cup are thoughtfully designing and then preparing a **racecourse**, and on race-day being prepared to perform a well practiced effort in **scoring** the meet. Everything else is in the periphery, and this checklist includes it all.

November-October:

☐	Recruit volunteers and provide clear instruction & training for key personnel.
	This meet involves too much work for one or two people. Identify committed and dependable volunteers early in the planning process. Break down the event into specific tasks, e.g. jersey ordering, registration, finish chute, course prep, timing, results, etc., and then make each volunteer responsible for one or two tasks. **Jobs:** Race director(s), Course designer(s), Scorer(s), Registration, Public-address announcer (PA), Parking coordinator, Jersey Inspector(s), Starter(s), Timers, Pickers & Tag collector/runner(s), Lead bike/vehicle(s) & Sweep(s) to follow last finishers and to ensure course clear, Course monitors, Race photographer(s) (moving film for finish order and still shots for press release), Results coordinator, Refreshments organizer.
	Secure race insurance.
	Secure $500 seed money from previous meet host (as possible considering their profit) to buy setup materials.
	Enlist sponsors (awards, prizes, refreshments, post race party, medical support, mailing, etc).

November-August:

☐	**Select suitable area to hold 5-8K races and then secure usage permissions/permits.**
☐	Design a race course that is safe, enjoyable and easy to manage. 1) ***ENSURING* THAT NO RUNNER WILL GET MISDIRECTED OR LOST!!!!!!!** Remember that runners think slowly when racing fast. 2) Loop course will minimize need for course monitors, and for transporting people and equipment. 3) Design of multi-loop courses should prevent lapping runners to reduce confusion & embarrassment. 4) It is <u>strongly</u> urged that, at no point, are runners directed back against the flow of trailing runners (i.e. "out & back"). 5) Accurately measure course in kilometers to match the historic European theme of the meet. 6) Course must not be shorter than 5K nor longer than 8K. 7) An even numbered race distance is <u>not</u> important. It could be 5.1K or 6.4K or 7.7K, just so everyone knows how far it is and that kilometer splits are accurate. 8) Need a broad starting corridor with minimal obstacles to allow safe and equal access to course. 9) Plan obstacles to add character & challenge of the course without imprudent risk of injuring <u>any</u> runner.
☐	Invite Cup Committee members (see MT Cup Rules) to audit tentative race course (the earlier the better). Host ultimately responsible for all course design and setup decisions; however, the Cup Committee assists by advising about satisfying basic Cup course design/setup needs. Committee members not obligated to attend, but ideally committee members from at least 3 Cup team regions will attend.
☐	**Contact Anders Brooker at the *Runners' Edge* in Missoula to prepare for ordering *D.A.* (*Don Alleson*) brand reversible jerseys and for screening the MT Cup logo onto jerseys.** How to avoid Jersey SNAFUs 1) <u>Ensure</u> that different ink colors correspond to jersey colors: Billings: white on black; Bozeman: black on gold; Butte: white on Kelly green; Great Falls: white on red (not maroon or burgundy); Helena: white on royal blue; Kalispell: black on white; Missoula: white on maroon; Unaffiliated: white on purple. 2) Print-ready logo is available. 3) The logo is to be screened (NOT pressed) on at ~15 cm in height on the outside front of jerseys. 4) Order jerseys two (2) weeks prior to the Friday before the meet – the early registration deadline. **Note:** At the 2008 Cup, six Billings runners (Alexa & Danielle Aragon, Sue Balter-Reitz, Sue Johnston, Sarah Keller , Jen Reiter) returned jerseys which had logos incorrectly screened on the inside. In subsequent years, each of these runners must be given a correctly printed jersey at no charge.
☐	Recruit team organizers – recommend at least two females & two males from each city.
☐	Email/mail MT Cup rules to team organizers.
☐	**Obtain race bib numbers for all runners, as well as "J" & "M" tags** • Contact Anders Brooker at Runners Edge in Missoula for bib numbers when stock numbers exhausted (purchased 1000 at a time). • If using the free computerized Montana Cup Timing and Scoring (MCS) system, each entrant must be assigned an exclusive whole number (NO letters) between 1 and 99999, with some form of tear-off tag. • It is helpful when bib number sequences differentiate genders (eg. Women 1-300 and men 301-600). • Contact Tony Banovich (badrock04@msn.com) for "J" (junior) and "M" (masters) tags for runners' jersey backs.
☐	**Finalize online registration process with IMAthlete by about September 1st**, then notify team organizers, past participants, other running groups that registration is open.
☐	Advertise on other websites such as www.runmt.com, www.universalathletics.com, and www.montanafit.com.

Montana Cup General Guidelines for Meet Hosting

The two centrally important tasks for successfully hosting the Montana Cup are thoughtfully designing and then preparing a **racecourse**, and on race-day being prepared to perform a well practiced effort in **scoring** the meet. Everything else is in the periphery, and this checklist includes it all.

September-Week Before Races:

Secure medical support with reliable communication. Provide clear direction how to access race course.
Secure and place shelter and toilets at race site
Train volunteers. Typed volunteer task list may help avoid excessive meetings. (example at montanacup.com)
Secure Starter's pistol and blanks, or other suitable starting device (e.g. air-horn, clack-board, whistle, etc).

Secure, at a minimum, primary & secondary methods of recording participant finish order & time, and clock(s) for viewing by racers.
 	
The Montana Cup Scoring (MCS) program is recommended as the primary timing and scoring method.
   o   MCS was tailored to accommodate Cup scoring rules by programmer Chris Wareham of Butte.
   o   MCS and its host laptop computer are free for the meet host to use.
   o   MCS is *MS Access* program and it requires considerable practice to master.
        ■ Comes with a "MCS for Dummies" step-by-step instruction sheet.
   o   MCS timing requires a secure finish line area with:
        ■ Elevated or otherwise unobstructed view of finishers.
        ■ No danger of interference from spectators or other meet officials.
 	
Be prepared with a non-computerized scoring method should the computerized scoring method fail.
   o   Hand scored results must be completed accurately and reasonably quickly in a manner that allows awards to be distributed immediately following the meet.
   o   Cup Committee members are typically available to assist with emergency hand-scoring.
 	
Motion filming of the finish is highly recommended as a final backup.

Secure equipment for collecting and holding finish tags in order for scoring and awards.
Secure motion camera(s) for filming finish order (this will be one of your backups for scoring and timing).
Ensure that all four Cups (traveling trophies) are going to be engraved and returned for meet.
Secure supplies for race-day participant check-in.
Secure other prizes & awards. It is strongly encouraged that awards be cash or usable goods.
Place jersey order with Anders Brooker after **early** registration deadline (2 wks before the Friday preceding the meet). Order enough extra (esp for home team) late-registration jerseys for each team to <u>ensure</u> that you do not run out -- they won't go to waste because you will pass the leftovers on to the next host.

Secure P.A. system, and compose announcement schedule (example at montanacup.com)
   1) Welcome, and general instructions (dog rules, location of aid stations & toilets, etc.),
   2) Race count-down times (e.g. "15 minutes until women's race start"),
   3) Color commentary (e.g. history of event, team/racer bios, etc.),
   4) Call runners to starting line for jersey inspection 5 minutes prior to each race,
   5) Recognition of sponsors & volunteers,
   6) Post race activities (e.g. "the awards ceremony will be conducted in the mezzanine at about 2:00 p.m.").
   7) The announcer may need assistance spotting and identifying runners during race and at finish.

Montana Cup General Guidelines for Meet Hosting

The two centrally important tasks for successfully hosting the Montana Cup are thoughtfully designing and then preparing a **racecourse**, and on race-day being prepared to perform a well practiced effort in **scoring** the meet. Everything else is in the periphery, and this checklist includes it all.

Week Before Meet

1st Pre-event press advisory. Press will not cover event unless they know about it.
TRIAL RUN OF RACE SYSTEMS, ESP. TIMING & SCORING WITH MCS PROGRAM. If you try to 'wing it' on race-day you will 'crash and burn!'
Select and notify seven (7) members of gender-balanced Jury of Appeals. One member from each team region. Each member must familiarize with MT Cup Rules and be prepared to remain at finish area after races conclude (see MT Cup Rules for more specifics).
Produce course maps for race-day distribution.

Two Days Before Meet

2nd Pre-event press advisory.
Randomly assign team alleys for each race start. Produce assignment lists for race-day distribution.

Day Before Meet

3rd Pre-event press advisory.
Online registration closed last night. Download, clean and backup registration data for MCS program.
Secure and prepare foods & beverages for refreshments (Hot stuff for cold weather?)
Lay out race course in clear and simple fashion (runners think slowly when racing fast)

1) Post event notices on public trails/areas, and ask that dogs be kept on leashes. People may be a lot more receptive to sharing if they know what's up *before* a pack of runners blows past,
2) Elevate/barricade timers' station to ensure unobstructed and interference-free timing.
3) Fair and safe starting line that provides equal access to course,
4) Equal sized, and randomly assigned, team starting alleys
5) *ENSURE* **THAT NO RUNNER WILL GET MISDIRECTED OR LOST!!!!!!!**

Blaze orange flags / cones (or another high visibility/contrasting color) shall be used to mark the course adequately under all possible race-day conditions. Paint/marking chalk may supplement (but not replace) flags / cones. Space flags / cones to be clearly visible and so that the next marker along the course shall always be easily within the line of sight/visibility.

If the course is well marked, it largely eliminates the need for course marshals or physical barriers. But, marshals / barriers shall be provided on courses where there is any critical location that could, even with good markings, have the possibility of someone going off course.

6) Danger warnings (e.g. treacherous footing, hunting season, etc.),
7) Kilometer marks,
8) Place any obstacles (jumps, mud pits, etc.),
9) Barricade finish alley to prevent people, dogs, etc. from getting in the way of runners.
10) Finish wide enough for multiple runners to finish side-by-side and then a chute that helps to funnel runners into the correct, single-file order.

Montana Cup General Guidelines for Meet Hosting

The two centrally important tasks for successfully hosting the Montana Cup are thoughtfully designing and then preparing a **racecourse**, and on race-day being prepared to perform a well practiced effort in **scoring** the meet. Everything else is in the periphery, and this checklist includes it all.

Race-Day (before meet)

	Cordon off important areas that may otherwise get used up by public parking.
	Place trash receptacles.
	Place public information signs for parking, hunting, leashing dogs, using trails, etc.
	Check and continuously monitor course markings.
	Ensure that each race official has copy of pertinent Montana Cup rules.

	Meet Director must also possess current *USATF Rules of Competition.*
	   o Used when MT Cup rules are insufficient to make a needed ruling.
	   o Available online in pdf format or in hardcopy from USATF.
	   o Most Cup Committee members have access to these materials – ask and you shall receive.

	Prepare refreshments. Bring lots of water – '07 & '08 MT Cups ran out of drinking water.

	Setup check-in station for runners (make sure all participants can easily locate)
	   1) Shelter,
	   2) Table(s),
	   3) Two alphabetized lists of registrants to accelerate check-in,
	   4) Bib Numbers, "M" & "J" tags & pins (the M&J tags are peel-n-stick but still need to be pinned),
	   5) Distribute starting assignments and course maps for runners to do self-tours of course,
	   6) What to tell late registrants after no uniforms left (i.e. late fee to cover post-race uniform mailing).

	Place extra t.p. in toilet houses.

Race-Day (during meet):

	Last minute check of course markings to correct possible tampering, and to ensure trained course monitors stationed at all critical locations.
	Five (5) minutes before each race start all race participants will be checked to ensure that they are wearing the official MT Cup jersey. No jersey – No race! Wrong jersey – will be disqualified!

	Starter
	   1) Warnings and instructions about course,
	   2) Recall the start if a runner crashes in the first 100 meters?
	   3) Start instructions and commands,
	   4) Pistol and blanks, or other suitable starting device.

	Lead bike/vehicle (stay far enough ahead to be seen but not smelled or felt)
	Sweep course to make sure all finish and to initiate medical assistance if necessary.
	Be ready to accept rule violation reports from team organizers and race officials.
	Be prepared to activate the Jury of Appeals up to 30 minutes after completion of the last race.

Race-Day (after meet):

	Keep team results secret until awards -- Score races away from runners to minimize Scorers' distractions.
	Triple check results for accuracy and compliance with scoring rules before awards.

	Announce team and individual awards at post-race party.
	Open team champions will be awarded the Montana Cup. Class includes runners of all ages in the race.
	Masters' team champions will win the Masters' Cup. Class includes runners aged forty (40) or older.
	Individual recognition (and tangible awards at the discretion of the meet host).
	   o Given to the first seven (7) finishers in each of the two above age divisions plus Juniors [class includes runners aged nineteen (**19**) or younger].
	   o Junior and masters runners who place among the top seven (7) open division finishers will be included in the awards for both categories.

	Make results brief immediately available for the Press.
	Post full press release and results on www and forward to all major Montana newspapers.
	Course breakdown, cleanup, and trash removal.

Week After Meet:

	Have additional race jerseys screened and mailed as needed.
	Update MT Cup emailing list for next year.
	Reimburse expenses incurred by meet organizers and officials.
	Inventory and package surplus team jerseys to be given (at <u>no cost!</u>) to next event host.
	Inventory and package surplus bib numbers to be given to next event host.

	Produce Profit/Loss statements and post on web site for reference and learning by subsequent hosts.
	   1) Detail expenses (jerseys & screening, telephone calls, postage, food, equipment, fees, etc.),
	   2) Detail revenue (sponsors, donations, early & late registration fees, jersey sales, etc.),

	Forward $500 seed money (as possible, considering your profit) to next meet host.
	Submit changes/additions to these checklists for the benefit of subsequent event hosts.