

MT CUP CROSS COUNTRY MEET

Organizing Checklist

(P. Judge, 11-8-24)

www.montanacup.com

www.runsignup.com/race/mt/helena/montanacup

Fall 2024

- Date & time: **Saturday, November 1, 2025** (one week following the MHSA State XC Meet)
in odd-numbered years, men race at 12:00, followed by women at 1:00 & awards at 2:00
- Identify Race Director
- Assemble organizing committee, and set-up a schedule for regular meetings (monthly?)
 - probably easier to work in concert with an existing running club or store
(insurance, equipment, etc.)
- Select location, and start arranging for landowner permission, permits, insurance, etc.
 - must include shelter (a structure or large tent) for awards/lunch/general comfort
 - must have good parking options
 - power & water availability are nice, but not necessary
 - back up plan for snow? forced to cancel the event in 2023
(probably best to avoid super-high altitude for this reason)
- Start planning a course
 - scenic XC terrain between 5k & 8k (but doesn't have to be a round-number length)
 - plenty of passing opportunities
- Start developing a budget (goal is to at least break-even)
 - examples from previous years available here:
<https://montanacup.com/fiscal-reports/>
- Obtain laundered jersey stash from previous host, and start planning for a new order
(this should be a fairly small order, now that we've transitioned to "loaner jerseys")
Goal is to have the following number available (not counting those who own one):

Small	6
Medium	8
Large	8
Extra-Large	3
Total:	23 x 8 regions = 184 (should be plenty, especially if share M/F)
- Obtain other relevant materials from previous host (Ms & Js, etc.)
- Engrave any trophies your team won the previous year
- Review rules – proposed changes need to be approved by majority of regional captains
<https://montanacup.com/rules/>

Spring

- Reserve timing company
2024: Competitive Timing full-service option was awesome (Travis Hutchinson)
2 sets of mats (missed no one), finish-line clock, live results,

starter, music, back-up video, generator, etc.

CT is familiar with how to score this unique event correctly (they've done it 9 times)

- Order 300 custom bibs, if desired, and some extra Competitive Timing bibs
- Order 200 "Ms & Js" if needed
- Post the race on various calendars:

<https://competitivetiming.rsupartner.com/>

<https://www.rca.org/find-events/>

Summer

- Keep websites updated (Pat can help with this)

www.montanacup.com

<https://runsignup.com/Race/MT/Helena/MontanaCup>

- Line-up regional captains (Pat can help with this)
- Arrange for individual awards (junior, masters, open)
 - Distinctive Top-7 "All Montana Cup" in 6 divisions = 42 awards
 - (note that this event uses the "double dipping" approach to awards)
- Arrange for food
 - 2024: catered meal for 250 + hot drinks (coffee & cocoa) + snack table for volunteers
 - 4 x 5 gallon water jugs
- Arrange for garbage / recycling
 - 2024: 7 x 30-gallon bins & lots of bags
- Arrange for toilet facilities
 - 2024: 10 porta-johns worked well
- Arrange for rental equipment
 - 2024: 25 tables & 175 chairs
- Arrange for photographer(s) / videographer (optional)
 - 2024: donated services by two photographers
- Arrange for ambulance or emergency personnel / safety plan (first-aid kit, AED, etc.)
 - 2024: Baxendale Fire District was on-site (we made a \$150 donation)
- Arrange for announcer / MC & National Anthem singer / flag (if you choose to)
 - 2024: in-house, donated services
- Optional – plan to offer some kind of child care
 - 2024: we had a "Kids Korral" that proved popular & helped with recruiting
- Decide on pricing structure
 - 2024: \$25, with no late fees but catered lunch guaranteed only to the first 250 to register

Fall

- Open online registration on September 1
- Begin promoting the event (emails, facebook boosts, etc.)
 - goal is to have complete teams from all 7 regions in both races
 - another goal is to have 250+ registrants, to help balance the budget
 - a final goal is to have contested masters team races too

- Finalize course & prepare maps
- GoPro course preview video also proved helpful for recruiting purposed in 2024 (391 views!)
- Select 7-member "Jury of Appeals" from registered captains
- Invite captains to a "course-preview" to get their feedback on any potential issues
- Volunteer Coordinator & Volunteer Plan
 - parking crew
 - course guards
 - check-in crew (packet pick-up & jersey check-out)
 - food servers
 - lead bike & designated sweep
- Equipment list (see below)

Week Before Race

- Note that registration closes 12:00 the day before the race, in accordance with MT Cup rules
- Mail/distribute neighborhood notices if needed
- Assemble race packets (labeled manilla envelopes, bibs, safety pins, M/J, race info sheet)
 - in retrospect, we probably wouldn't have printed-out the 300 info sheets (it was our sense that very few read it, and all of the info was available online)
- Remind other regions to bring the traveling trophies:
 - Bozeman – Women's Open
 - Billings – Women's Masters
 - Missoula – Men's Open
 - Helena – Men's Masters
- Organize a carpool location for local runners
- Pre-race email to participants through RunSignUp
 - (encourage buses and/or carpooling, share the schedule of events, etc.)
- Prepare announcer notes (important info, thank-yous, etc.)
- Volunteer meeting (to make sure everyone is clear on their duties)
- Course prep (last minute mowing, pinecone removal, etc.)
- Course set-up (ample flagging, directional signs, kilometer markers, etc.)

Day Before Race

- Check registration list to resolve any questions regarding:
 - address does not match selected regional team
 - current collegiate XC/track athletes must run unattached (purple jersey)
- course set-up (protect signs from rain with garbage bags)

Race Day

- final set-up (fill water jugs, etc.)
- mountain bike the course to remove garbage bags from signs & generally check on things
- confirm RunSignUp "Store" for jersey purchases is live
- 11:45 Pledge of Allegiance (optional)

- 12:00 men's race!
- 1:00 women's race!
- 2:00 Jury of Appeals meeting if needed
- 2:00 awards luncheon
 - individual awards announcements & photos
 - team trophies announcements & photos
 - Hall of Fame inductee announcements (if any)
 - door prizes, additional swag, etc. not needed for this event
- 3:00 begin clean-up / vacate site by dark
- watch back-up videos to confirm results / fix any issues

Post-Race

- post-race email through RunSignUp (results link, photo link, etc.)
- issue captain refunds through RunSignUp (to those who raced as part of complete teams)
- return/stow equipment
- race evaluation (what worked & what didn't)
- race recap article for the website, news releases (if desired), etc.
- bank deposit, pay remaining bills, finalize fiscal report
- update websites
- thank-you cards to key people (landowner, photographer, announcer, etc.)
- launder the jersey stash
- reach out to next year's host team captains, to start planning the transition
- other odds-and-ends (lost & found, deliver unclaimed awards, etc.)
- update this document for next year's host

Equipment List / Stuff to Bring (2024)

- course marking flags (enough to see the next one from the last one, for entire course)
- sandwich board signs
 - kilometer & mile markers
 - directional signs (left, right, straight)
 - "No Parking on Road" (2)
 - "Park Here" with arrow
 - "Overflow Parking" with arrow
- other hand-made signs (protect with garbage bags overnight, but remember to remove those!)
 - Welcome to the Montana Cup!
 - Check-In & Awards Banquet Here
 - Waterbars Ahead – Watch Your Footing (2)
 - Stay to Your Left: Two-Way Traffic (2)
 - CAUTION: Rough Footing!
 - START: Team Alleys – Find Your Team Color
 - Bus Parking
 - Baxendale Volunteer Fire Department (with arrow)

- Reserved Parking for Caterer
- High Point! 5,028 ft (skipped in 2024)
- "Spirit" signs (skipped in 2024)
- wagon or vehicle for distributing signs on the course (and collecting them after)
- large 4' x 8' "Montana Cup Race – Saturday November 2" sign & balloons to mark the turn-off
- race director clipboard, with this document, MT Cup rules, maps, volunteer assignments, etc.
- AED & first-aid Kit
- trophies & awards
- packets sorted by bib number (bib, safety pins, M or J if applicable, etc.)
- jerseys (8 regional boxes + one big empty box to collect used jerseys after race)
- clipboard with participant list (sorted by bib number) to check loaner jerseys out & in
- cashbox with \$100 in change (\$20, 3 x \$10, 6 x \$5, 20 x \$1), club checkbook, 2 pens
- cell phones with RaceDaySignUp check-in app (and known password for logging in)
- 3 Vig tents w/ walls and stakes
- finish chute flagging & posts
- finish arch w/shock-cord, stakes, weights, carabiners, hammer, orange flagging
- extension cords w/ adapters
- power strip
- rental tables & chairs
- "tip jar" for caterer (copper kettle)
- 4 x 5-gallon water jugs & 300 paper cups
- 7 x 30-gallon trash bins (with plenty of bags)
- 16 colored-coded starting alley cones
- 70 orange cones for marking key portions of course
- 19 volunteer vests
- 10 STOP/SLOW signs
- volunteer appreciation item (31 pair MT Cup gloves)
- American flag with pole and base
- HiSonic portable PA system
- duct tape and/or packing tape (always good to have)
- mountain bike, helmet, etc. (useful for checking on the course)