



Race coordination is the key to hosting a successful and hopefully recurring running event. Zoomers has coordinated over 140 races in Charlotte and Sarasota counties since 1995 and has a wealth of experience in coordinating, timing, setting up courses in an accurate and safe manner, teaching race directors like you how to host a successful race, and providing accurate results of your event on paper for award presentation and on the internet on Zoomers website. The following is an outline of the tasks that we have identified which must be adhered to in order to have a great experience for both the hosting organization and the participants. We all want the event to be a memorable one that keeps runners coming back every year.

1. The main task to be completed after the commitment to host a race is your **sponsors**. They will provide the money to buy the shirts, awards, food and drinks, and most importantly revenue for your cause.
2. Along with the above you will need to design and distribute a **race flyer**. The information on the flyer should include details like time, place, awards (age groups and number in each), entry fees, and a mail in section for t-shirt size, **first and last name, age and gender**. The items in bold are essential for inclusion into Zoomers database to ensure accurate results for the race. The flyer must also include a waiver for participants to sign that holds you and your organization, sponsors, representatives, successors and **Zoomers** harmless from all claims and liabilities that might arise from the participation in your event. Before your flyer can be distributed, it must be reviewed by Zoomers race coordination committee. Lastly, the flyer must include the verbiage 'sanctioned by the Zoomers Running Club'.
3. At this point Zoomers will want to **meet** with you and go over all the details of the event and present you with this packet for discussion to make sure we all understand what will actually be taking place on race day.
4. Zoomers will want to meet you at the proposed venue of the race and identify the actual Finish Line. Either that day or some other time, Zoomers will accurately measure and mark the course using a surveyor's wheel and a GPS.
5. Your organization must provide proof of **insurance** to Zoomers for this event.
6. You will need to obtain a **temporary road use permit** if the race is on county roads.
7. You will need **police** to man intersections on the roads.
8. You will need one **water stop** for a 5k and more for longer events.

9. You will need a **vehicle to follow** the last runner/walker in to the Finish Line to pick up any participant unable to finish on his/her own. This is critical and mandatory.

10. The suggested awards breakdown is as follows:

9 and under	10-14	15-19	20-24	25-29
30-34	35-39	40-44	45-49	50-54
55-59	60-64	65-69	70-74	75-79
80 and over				

These awards should be three deep in each age category and for male and female.

There should also be awards for top finishers and they are as follows:

Overall	Masters	Grand Masters	Senior Grand Masters
---------	---------	---------------	----------------------

These awards are given to one male and one female for each category.

Many race directors see this ideal award structure as expensive and overdone. It is Zoomers experience that the runners expect this breakdown for the local races. We suggest that when ordering medals do not have dates put on them and if you want to personalize your event, get the peel off tags that can be removed for next year. The medals should be gold, silver and bronze and can be ordered from crownawards.com or many other suppliers on the internet or even locally.

11. Zoomers will provide you with a **pre-registration spreadsheet** via email to be filled in with the participants in your event. It is a simple form which includes the participant's **last name, first name, gender, age and bib number**. The software we use to compile results for your race requires this format. The completed spreadsheet needs to be emailed to cgeyer1@comcast.net **the afternoon before the race**.

Last Name	First Name	Gender	Age	Bib #

Bib numbers with **bar codes and tear-off tags** can be ordered from rainbowracing.com, marathonprinting.com, roadid.com (free if you comply with their instructions). Zoomers uses the **tear-off tags to determine the order of finishing and to scan them into the computer using the bar coded tags**. We will talk more about this at our meeting(s) with you.

12. Please write the runner's **first and last name on the bib tag**. This will ensure that

- the person who is wearing the bib is the person to whom it was assigned.
13. During race day registration, Zoomers will oversee registration and 'run' completed registrations to the computer operator for inclusion into the Race Director software.
 14. Zoomers will start the race after you make announcements to the runners at the Starting Line.
 15. At the end of the race, Zoomers will print off the official results which you will need to announce the winners in all the categories.

The aforementioned might seem a little daunting, but the partnership of Zoomers and your organization will make this event run smoothly, be successful, a lot of fun, profitable and will grow over the years to be an event marked on the calendars of all area runners. We want your/our event to become one of the premier running events of this locale, as has Boca Grande 5k, Lamarque Run for the Lions, the Turkey Trot, the MDA 5k, Gasparilla 5k/10k, River Run/River Walk, Venetian 5k, The County Line 5k and many more.

Thank you for choosing Zoomers.
www.zoomersrun.com