

SHENANDOAH VALLEY ROAD RUNNERS CLUB RACE SPONSORSHIP CRITERIA



1. The Race Director **MUST** present the Race Details to the Club Board at least 2 meetings prior to the race date (the SVR Board meets on the third Monday of the the odd-numbered months. Check web site for dates). Race Directors should complete the Application for Race Sponsorship found on the Club web site prior to attending the meeting and bring copies to distribute to Board members. Race Directors may want to consult with the club's Race Consultant, Nancy Specht, prior to completing the application and attending the meeting (Nancy's contact info is listed on the web site).
2. The Race Director **MUST** prove that the safety of the participants will be accomplished and is a priority. The following safety measures will be reviewed by the SVR Board prior to giving sponsorship: police protection (if necessary), traffic control, number and placement of volunteers, and water stops. The local police **MUST** be contacted for any event held on public roads.
3. Recommendations for entry fees, applications, age groups, awards, and finisher/award tabulations will be shared with any Race Director who inquires.
4. In consideration of SVR sponsorship, Race Directors will be required to provide a \$1.00 discount off the race entry fee to SVR members.
5. In consideration of SVR sponsorship, the SVR logo **WILL** be placed on the race application and, if applicable and other sponsors are listed, the race t-shirt.
6. The Race Director should notify the SVR Club President if the race is to be covered for liability insurance purposes through the Club's liability insurance policy with the RRCA (Road Runners Club of America).

SHENANDOAH VALLEY RUNNERS APPLICATION FOR RACE SPONSORSHIP

Name of Race Event: _____

Date of Event: _____

Location: _____

Race Director: _____ Phone#: _____

(PLEASE ATTACH RACE FLYER AND RACE COURSE MAP)

I. Runner Safety/Description of Course

- a. Is the course certified? _____ Certificate#: _____
- b. If not certified, how will the course accuracy and mile markers be determined? _____

- c. Have you contacted the police for traffic control and a parade permit? _____

- d. What conditions or hazards to runners exist on the course and how will you assure runner safety? (e.g. busy intersection, placement of course marshals) _____

- e. Where will course marshals be posted on the course? (Please indicate on race course map)
- f. Where are the restroom facilities at start and, if different, finish of the race? (please indicate on map)
- g. Where will you have water on the course? _____

- h. How will you handle any injuries or emergencies that may occur during the race?

- i. What insurance coverage will be provided to cover the race? (if requesting coverage through SVR's liability policy with the RRCA, please specify "SVR-RRCA") _____

- j. Does your race flyer indicate that dogs, baby strollers, and/or headphones are prohibited on the course? _____

- k. In the event of inclement weather, who will make the decision to cancel the race if necessary and how will notice be given? _____

II . Ancillary Events

- a. Will there be any other events going on at the race (ie kids fun run or other non-running events)? If so, describe: _____

- b. If fun run or race other than main event, please describe the course here (and show on map) _____

- c. How will you assure the safety of the ancillary event(s) participants? _____

III . Start/Finish Results

- a. What method will you use to register your participants? (discuss pre-event, day-of-event, online, etc.) _____

- b. Please attach a copy of your waiver of liability that all runners must sign (minors must have a guardian sign) if you do not have a copy of the race application.
- c. How do you plan to organize your start and finish lines? _____

- d. What method will you use to keep track of the runners finishing times? (e.g. place cards, bib numbers) _____

- e. What method(s) will you use to be sure that accurate finish times are recorded? (e.g. race clock, printer-timers, stopwatch) (please include back-up methods) _____

- f. Who will tabulate your finish results so that awards can be given out accurately and promptly? _____

IV. Awards/Runner Recognition

- a. What awards will you give to the runners? (e.g. overall, masters, age groups) _____

- b. Do you plan on handing out random awards? _____

- c. Will you have t-shirts? _____
- d. Will you allow duplication of awards (ie. runner aged 45 finishes 2nd overall – will he/she be given 2nd place overall and 1st Master’s awards?) _____

V. Race Results/Followup

- a. Where will you post the race results and in what format? _____

- b. When will the results be available? _____

VI. Budget/Financial Matters

- a. What is your race cancellation policy and how do you plan to refund race fees if the race is cancelled? _____

- b. How will the proceeds of the race be used? _____

NOTE: In Consideration of SVR Sponsorship, you *MUST* offer a \$1.00 discount off the race fee for SVR club members.