

## Race Director's (RD) Tasks

1. The RD will provide a spread sheet with pre-registered runners. Minimum fields needed:
  - a. Last Name (in its own column)
  - b. First Name (in its own column)
  - c. Date of Birth (absolutely required if the race is part of a race series like the "WellSpan Running Series")
  - d. Age (not required if the race is part of a race series)
  - e. Gender (M/F)
  - f. Bib number assigned to the runner (Bib and Chip number must be the same)
  - g. Chip number (Bib and Chip number must be the same)
  - h. Race that the runner is participating in. Some events have multiple races that will be timed. For instance the Double Creek has both a 5k and a Half Marathon. Use this field to indicate which race the runner will be running in.

More fields can be accepted and the RD can send more if it is easier. If needed, YRRC can provide a template with the minimum items to collect.
2. The RD will provide a list of award categories. The list should be very detailed and include each age group for each gender, the number of awards in each category and any special categories like Clydesdale or Masters, etc...
3. The RD will get bib numbers. Any kind of bib numbers can be used. The only restriction is that they must be designed to be worn on the front of the runner. Flying Feet and RoadID.com are good places to get bib numbers.
4. The RD will provide YRRC with the ranges of bib numbers that are planned to be used for the race. For example: If you plan to have the women assigned bibs 1-150 and the men are assigned 500-700 then we need to know that so we provide the RD with chips that match the bibs. **It is required that the number on the chip matches the number on the bib.**
5. The RD will put pre-registered chips on **back of bibs** prior to race day. YRRC can provide picture of chip and the proper placement on the bib if needed.
6. The RD will provide registration volunteers on the day of the race to put chips on the **back of the bibs** for those runners who register the day of the race. We have found that you must put the chip on the bib before you hand it to the runners because you cannot assume the runner will put chip on the bib, even if they were clearly instructed to do so.
7. If the race has race day registration the RD must supply **2** computer savvy volunteers to help enter race day registrations in to the timing database.
8. The Race Director still needs to pick up course equipment such as mile markers. YRRC Timing will provide all the chip timing and finish line equipment.
9. The RD will provide **3** volunteers to assist YRRC Timing for setup, and finish line processing. Two of these 3 volunteers can be the same two volunteers that helped with race day registrations.
10. Please do not hand out preregistered race bags with bibs/chips to non-runners during registration. Sometimes a friend or family member will pick up a race bag because the runner can't make it to the race and they want their t-shirt and/or other swag. If you decide to hand these bags out to non-runners please remove the bib/chip so that the chips do not find their way near the finish line and cause errant chip reads and poor results.
11. The RD can return all unused chips to YRRC Timing so that the race will be charged only for the chips that were used. If the chip has been placed on a bib it is considered to have been used.