

Race Hosting Checklist - Revised 2015

Pre-race Preparation:

1. Apply for DNR permit at least 60 days in advance.
2. Put public announcement ad in newspaper (part of DNR permit process)
3. Send in race insurance form/money for event
4. Determine race course
5. Determine categories for classes - typical format would include:

o Morning	Afternoon
o Adult / Child Canoe	C-2 Men's Cruiser
o Recreational Canoe	C-2 Women's Cruiser
o Recreational Kayak	C-2 Standard
o K-1 Men's Kayak	C-2 Aluminum
o K-1 Women's Kayak	K-1 Sea Kayak
o C-1 Men's Cruiser	Pro Boats
o C-1 Women's Cruiser	ICF categories
o C-2 Mixed Cruiser	
6. Determine start time of all races
(Note: normally start slower classes first: 10 - 15 min)
7. Create race flyer
8. Send copy of race flyer to IN Div Comp. Chairperson (Steve Horney soarer_270@yahoo.com) and to IN Div webmaster (Ken Stelter oddyseus57@hotmail.com)
9. You may want to contact the following for support: DNR, fire rescue and paramedics
10. Have all emergency numbers at race event

Get volunteers to help with the following items:

Registration:

Taking money

Helping collect filled out forms

Creating and distributing boat numbers (use contact paper and permanent markers to create boat numbers for those boats without permanent numbers)

Answering any questions

Give directions to start or finish

Timing: Keep track of official time (at least one back up watch!)

Log times on tracking sheets

Write names and times on certificate sheets

Put certificates from last to 1st place in each category

Race Course watchers (optional, but desirable, especially with new racers):

Stationed at bridges, keep count until last boat passes
Stationed at any obstacle in river to provide support
A person designated as a boat sweep

Awards: An announcer of: event, place, time and names
A distributor of certificates
A distributor of any trophies

Pre-race Activities:

In the weeks before the race, run the course several times to make sure the course is unobstructed

Contact all media sources possible for free exposure

Get certificates of accomplishment printed

Get insurance forms copied and ready for signature

Bring additional copies of race flyer for registration

Bring "contact paper" to make boat numbers.

Bring black permanent markers to write boat numbers

Bring whistle to start races (a black powder cannon is even better!)

Bring binoculars to see boat numbers at finish line

Have list of all emergency number at race

Print out timing sheets

Get two timing stop watches

Get money box and bring \$100. \$30 in \$1's and \$70 in \$5's

Pens for filling out forms

Several large rocks for holding forms down

Clip boards

Race Day Activities:

Have all registrants do the following:

Pay registration fee

Sign insurance waiver with address & e-mail address

Pick up boat number

Ensure they have life jackets (one per person) and at least one whistle per boat

Shuttle to starting line or finish line, if needed

(Note: when shuttling, leave a map at the original registration locations so late people can find their way to the start.)

Optional:

Hand out USCA membership forms if they aren't members
Have displayed other IN Div race flyers (brought from others)

Conduct racers meeting

Welcome everyone

Talk about today's event

Detail course and any obstacles

Talk about using sun screen & having water in the boat (have extra water available)!

Start race on time!

Hand out awards promptly after every participant has finished.

Talk about race results being published: locally, website & nationally

Talk about next year's activities

Post Race Day Activities:

Within one week of the race, all the following should be completed:

Thank you notes mailed out to all supporters of the race

Publish race results in local newspaper

Mail or e-mail race results to IN Div Competition Chairman (Steven Horney) and webmaster (Ken Stelter)

Compile all names and addresses for future contact

Pay any additional insurance owed to USCA