

Job Duties

Course Coordinator:

- In charge of making sure the course is accurate. Course certification is a nice idea as well.
- In charge of course set up and tear down
- Make sure map of course is available prior to the event or posted the morning of the event
- Makes sure the course is marked properly and can be easily followed
- Order signage, obtain cones, flag, wind wavers, etc.
- Sets up accurate mile markers
- Determines the location of course marshals and trains marshals
- Assigns the lead vehicle and sweeper. Make sure your lead vehicle is familiar with the course!
- Do you have entertainment on the course?

Water Station Coordinator:

- How many water stations do you need?
- In charge of water station set up and tears down.
- In charge of volunteers and training for stations.
- Need water, cups, garbage bags, gu, Gatorade

Volunteer Coordinator:

- **IMPORTANT!!!!**
- Have a volunteer check in and know who is going to be where before race day
- Volunteers are the life blood of a good race. How are they treated? How do you thank them?
- Do you have enough volunteers?

Food and Beverages:

- Makes sure all the water and food is available for people as they finish the race
- Makes sure this area stays organized, well stocked and clean
- Make sure you have enough water, 2 -3 per participant

Green:

- Making sure it is easy for participants to recycle their water bottles
- Obtain recycling bins and order signage

First Aid/Medical

- Make arrangements with local municipality to make sure there are ambulances and police on staff.
- Have a plan! If something were to happen on the course, how long would it take for help to arrive? Do your course marshals have communication from the course?

Start and Finish Line:

- Coordinates set up and tear down of start and finish line
- Is the finish line attractive?
- Makes sure timing service has everything they need and enough volunteers
- Takes care of entertainment (music, emcee, etc)

Awards and Entertainment:

- Have someone in charge of keeping an eye on results and start the award process
- Be sure to recognize your sponsors and volunteers
- Do you have an award ceremony or self serve?
- Do you have door prizes to give away?
- What keeps participants around before and after the race?
- Make sure you get results to Playmakers for website

Marketing and Public Relations Coordinator:

- Make sure press releases get out to the local radio and television stations prior to the event
- Coordinate a remote with a local radio station
- Contact local papers and magazines for event listing
- List race on all running sites
 - www.runmichigan.com
 - www.runningintheusa.com
 - www.coolrunnings.com
 - www.runwalkjog.com
 - www.michiganrunner.com
 - www.playmakers.com
 - www.runnersworld.com
- Determine marketing budget, contact local media to advertise via billboard, tv, radio and print
- Attend other races and promote your race
- Put up flyers at local businesses and running stores

Sponsorship coordinator:

- Determine sponsorship levels and sponsor benefits
- Draft custom sponsorship packages
- Keep communications with sponsors throughout the race preparation and post race
- Coordinate a sponsor post race party

Registration Coordinator:

- Set up online registration
- Formulate registration form

- Does it convey all the necessary information?
- Date, Time Location
- Registration fees and dates when they change
- Age Groups
- Contact information-usually your registration coordinator or race director
- Participant info needed: Name, address, phone number, age, sex, which event, shirt size

Set up packet pick up and race day registration

- Work with timing services to get info on preregistered participants before race day.
- Order t-shirts; have a plan if you run out
- Train registration volunteers; separate race day registration from pre-registration pick up.
- Organize goody bags
- Order signage for registration area

Parking Coordinator:

- Some races are limited on parking or people are confused as to where to park. Have someone that can help direct traffic
- Order signage for parking
- Train parking volunteers