



RACE DIRECTOR HANDBOOK

2021

Contents

Thank you Race Directors!.....	2
Contacts.....	3
Road Runners of America Guidelines for Safe Events.....	3
Race Director Discretion.....	3
Website Information.....	4
Registration Application Information	4
Dogs, Strollers, Headphones and Unattended Children	5
Financial Reporting.....	6
Insurance	6
Safety.....	6
Change of Date, Change of Location, etc.....	7
Volunteers	7
Storage Unit & Keys	7
Equipment & Supplies	7
Results and Timing	8
Race Proceeds	9
Appendix	10
Registration Application Example	10
Emergency Action Plan.....	11

Thank you Race Directors!

Thanks for your leadership in CVR events! This handbook is intended to guide you to a successful event. Most all of this information is intended as a guideline. As race director you are encouraged to make the event your own. You are not expected to do all the work alone. Reach out to the club as you feel you need guidance or assistance. Planning and preparing in advance will help your event run smoothly. For all who are repeat directors from last year, remember the thing that you scratched your head over last year and said, “We could fix that next time”? Often, a simple, small tweak can greatly improve the experience of your participants and/or volunteers or just make your own day go a little more smoothly. (Hint: checklists are your friends.) It’s a great idea to have what the Department of Defense calls an “After Action Review” soon after the event to record impressions. Then record them where you will see them early enough to act on them next year!

May the sun shine on your event (but not too hot a sun)!

Contacts

Important contact information in the CVR Organization.

President: Manny Sainz, Mannypsainz@gmail.com

Secretary: Sandy Colvin scolvin@nationallife.com

Treasurer: John Valentine jvalentine@tds.net

Webmaster: John Hackney jhackney67@gmail.com

Equipment Manager: Sal Acosta, slacosta@gmail.com

Social Media Manager: Dylan Broderick, dbroderick26@gmail.com

Online Event Calendar Manager: Michelle Risley, michellerisleyvt@gmail.com

Membership Manager: Graham Sherriff, graham.a.sherriff@outlook.com

Volunteer Coordinator: Dot Helling, dothelling@gmail.com

CVR/ORO Series Manager: Jim Flint, jimflintvt@gmail.com

Timing Officers: Bob Murphy, rmm.vt@charter.net; John Hackney jhackney67@gmail.com,

Donna Smyers dosymers@gmail.com

Members at large: Darragh Ellerson, dmmellerson@yahoo.com; Jackie Jancaitis,

Jacqueline.jancaitis@rehabgym.com

Road Runners of America Guidelines for Safe Events

Please make sure that you are familiar with the RRCA's Guidelines for Safe Events: <http://www.rrca.org/event-directors/guidelines-for-safe-events/> [Click on the pdf on the web page].

These are not rules but suggestions. Although all the guidelines may not apply to your event (due to size, location, etc.), I think it is a good idea for you to be aware of “best practices.” If you deviate from best practices, it should be because it makes sense for your event, not because you were unaware of best practices.

Race Director Discretion

Individual race directors have a lot of discretion. You can set your entry fee, decide how to distribute prizes, decide what age groups to have, decide whether to have shirts, etc. So do what you want. If you are doing something especially creative (e.g., awarding prizes by random drawing), then advertise that in the event information to prevent complaints. Although you enjoy lots of discretion, please offer a reasonably accurate course and accurate results! If your course is difficult to set up accurately, it is fine to advertise it as “approximately 3 miles” or “somewhere between 7 and 8 miles”.

If you are a CVR/ORO Race Series RD your event may qualify for prizes from ORS.

Website Information

CVR Website: Please review your events information on the CVR website: <http://cvrunners.org>. If you need any changes or edits, contact the webmaster. John does a great job keeping the race information up-to-date and accurate. But ultimately, the accuracy of the information is your responsibility as race director.

As your event gets closer, please contact John to update the event page for your event. This is the page with all the details of your event, the printable application, etc. I recommend getting the event page for your event up and running at least six weeks before the date of the event, but earlier is better.

Social Media: Dylan posts our races on Facebook both on the CVR page and as Events on FB. If you have access to FB, please check out your information there too. Contact Dylan Broderick with questions. Dylan will also be able to help coordinate posting on Front Porch Forum. Online registration is available for all our races.

Online Registration: CVR has transitioned to using RunSignUp.com as the online race registration platform. You can set up your race in RunSignUp.com however it is recommended to have the webmaster set it up for you to coordinate access to the CVR bank account for direct deposit. Contact John Hackney and he can get it set up through RunSignUp.com. Please consider discouraging day of sign up by increasing the price for day of sign up. Advanced registration is easier for the timing crew.

Online Advertising: RD's are encouraged to get events posted on on-line calendars. Most events should be posted on vtsports (<http://vtsports.com/events-calendar/>), runningintheusa.com (<http://www.runningintheusa.com/Race/Submit.aspx>), myrunningresource.com, runvermont.com and other sites. Feel free to add yours to any calendars you find pertinent. I also recommend getting them in any local media such as The Bridge, The Washington World, etc.

Registration Application Information

Each race needs a unique race registration application. This needs to be completed and signed by each participant. Registration may be completed in paper and/or electronic form. See Appendix for sample race registration/entry form. Here is an example of the registration details we need to make sure are in place in order to hold our races.

- Name, first and last, in separate fields
- Mailing address
- E-Mail Address (for notifications relating to the event)
- Date of Birth (the system will calculate age on race day)
- Gender **New:** RRCA encourages allowing runners to sign the race application without a gender. This can be accomplished by listing gender categories like M, F and X (meaning not specified), or just noting on the application listing gender is optional. But make sure to note IF awards are only given in the Male and Female categories.

- CVR Member Check Box
- Cell phone number (for text notifications)
- Emergency contact and emergency contact number
- If wave starts: Expected finish time OR expected pace per mile. (This information will determine which group a runner will be placed in for start time. Race Directors will want to start the faster runners first and stagger through to the slowest starting last. If a registrant leaves this section blank or doesn't know their pace or expected finish, maybe a new runner, they will be put towards the end of the start and start with the slower runners)
- Disclosures – No strollers, headphones or animals during the race. (Mutt Strutt is the dog exception.)
 - Any other disclosures we feel are necessary should be included in the online registration process and can be sent out again as the race date nears.
- Prepare your registration keeping in mind key dates to open and close registration which are important for both staying compliant with total runners allowed (may need to close registration if reach the limit) and setting up the staggered start a few days before the day of the race. Consider if you will offer day of registration.

After the race registration applications/waivers can be saved the requisite 7 years and the emails can be updated or added to our database. We no longer send any paper mail promotions, so emails are important.

Dogs, Strollers, Headphones and Unattended Children

Except for Mutt Strut, the club has formalized a policy of not allowing dogs or strollers in CVR events. To help avoid confusion, please be sure to note this restriction on your race application and on your event web page. You are not expected to physically prevent someone from running on the course. But you are expected to be clear about the club policy and to disqualify participants who do not comply.

The club does NOT have a formal policy regarding use of headphones during events. However RRCA requires that their use not be encouraged and prefers that we discourage them.

Unattended Children: The policy is that no child should be left unattended during a race. The RD can use discretion as to the definition of child. Sometimes it could be a gray area, but I would say somewhere around 10 years old could be a reasonable cut-off. The race directors and volunteers cannot be responsible for racers' children. We don't care who they get to watch them, just not us.

Financial Reporting

Please submit an accounting report (Example [Attached](#)) to the treasurer after your event. The accounting should contain (at a minimum) the following items:

- Total racers entered
- Total entry fees
- Any donations in
- Out-of-pocket expenses
- Any plans/requests for donations out
- Amount deposited at VSECU

We prefer that you deposit all proceeds from the event and have the treasurer write you an expense reimbursement check for out of pocket expenses. Paying expenses out of the race proceeds is not a good practice, but sometimes it happens. If you do reimburse any expenses out of race proceeds before deposit, please itemize the nature of the expenses on your report. We need to know all the ins and outs, not just the net amount. If the race director wants to donate proceeds to charity, she/he should deposit all race proceeds to CVR account, then request a check payable to the charity. Please tell the treasurer who to write the check to and where to send it. Please make deposits in a timely manner...particularly if you have accepted any personal checks.

The club's checking account is at VSECU. The treasurer can mail you some deposit slips for the club's account.

Insurance

To hold a race most all municipalities will require prior approval and proof of insurance. Attached is a copy of our [insurance certificate](#). If a municipality or venue owner asks for a proof of insurance, this is it. Note that such parties are covered under our insurance. From time to time, a municipality may ask to be added as a "named insured" on the insurance. There is a request procedure to do this available at www.rrca.org. It is a fairly painless process and turn over is in <2 weeks. Note that getting this special certificate does not change the coverage. The municipality is already covered. It just makes them feel better to see their name on it. Here's where you go to find any other insurance answers: <http://www.rrca.org/our-programs-services/services/insurance>. Note that if someone else (other than the municipality) asks to be named insured, please contact me first before submitting the request. This is because the RRCA considers requests to insure law enforcement agencies, timing companies, etc. to be insurance fraud.

Safety

We had a few instances in the recent past requiring emergency medical personnel. It is important to have a plan for a medical emergency. The club has an [Emergency Action Plan](#) that should be filled out pre-race and held at registration for reference. I have attached the current copy. There should be a land line or cell phone available at the race site so you can call 911 if needed. Remember 911 may not be the fastest way to get medical attention in rural areas. Be prepared

with local numbers for emergency agencies. Please have the First Aid kit on hand from the storage unit and an incident report form ([attached](#)). Rule of thumb: if in doubt, call the ambulance. The participant can always refuse treatment after they arrive.

Change of Date, Change of Location, etc

Occasionally, it becomes necessary to change the date or location of an event (e.g., race director has conflict, venue has a conflict, etc.). If this becomes necessary for your event, please let the president and webmaster know ASAP. In such a case, I will need to notify our insurance of the change in information and help you be sure all appropriate sites have been notified. Notify all participants.

Volunteers

A call for volunteers for your event will be included in the weekly News & Notes. That being said, nothing works to encourage volunteerism better than a personal approach from you. The folks who volunteered for your event last year are always a good place to start. The membership manager also has information on who has indicated interest in helping with your event on their membership application. This is not consistent, but can help. You should try to get any timing help lined up yourself as early as possible so you know that it is covered with experienced people. After the event, please provide the volunteer coordinator with a listing of your volunteers. They track club member volunteer service for verifying eligibility for the banquet and race series awards.

Note: RRCA requires volunteers to sign a waiver. Attached is a [sample volunteer waiver](#) you can adapt to your race.

Storage Unit & Keys

The storage unit is unit #107 at Abby's, located on US 2 at the intersection with Gallison Hill Rd. The unit is clearly visible from the road. You can't miss it! The unit has a roll-up door and you can back your vehicle right up to it for easy loading/unloading. When you go to lock up the unit, it is a good idea to test the door and **make sure it is really locked**. It is possible to affix the padlock to the door with the door in an unlatched position...and you don't want that.

We have 3 keys to the unit. Please contact the equipment manager early or the RD just prior to yourself to arrange the key transfer.

Equipment & Supplies

EXAMPLE General Equipment List for Race Day

Tables – Registration, timing, water, etc.

Registration Materials – Cash box (bring cash change for day of registrations), pens, blank registrations forms, bibs, safety pins

Timing – Seiko hand held timers

Finish line – Cones, stakes and flagging for finish shoot, lime/marking chalk

Water – Gatorade Jugs (see below), cups, garbage bags
Signs – Event road/trail signs, parking signs, Mile Marker road signs, sandwich board advertising if applicable
Safety - Volunteer orange safety bibs, first aid kit
Tent – 10x10

RACE BIBS

It is important that all Race Directors get the bibs out of the storage well ahead of time so they can be reviewed and used on race day. The bib numbers do NOT have to be sequential, but it is ideal that they are, so the race director should organize and review the race bibs in storage. Historically when we have held race day registration we assign racers the bib numbers and manually enter the numbers into the timing system. It is helpful to keep the race bibs in consecutive order without gaps as much as possible. If you notice we are running low on race bibs, please bring this to the attention of the club, specifically the club president or equipment manager so they can work to order more.

There are generally supplies of two types of bibs in the storage shed: ORS bibs and CVR bibs. The ORS bibs should be used for all ORS/CVR Race series events (unless the event has special bibs printed such as Leaf Peepers). The CVR bibs should be used for non-race series events. There may also be some odd leftover bibs from prior years that should be used for low-key events. If you are using up odds-and-end bibs, make sure that you do not have any duplicate or overlapping bib numbers. Your results person will appreciate this.

The big orange Gatorade jugs are primarily used for water. If you want to use sports drink in them that is fine. If so, please clean the jugs thoroughly before returning them to the storage unit.

If there is a low inventory of “consumable” supplies after your event (e.g., cups, lime, batteries, pins, etc), please give the equipment manager and/or the next race director a heads-up as a courtesy or you can buy things like batteries and lime yourself and consider them race expenses that you are reimbursed for out of your proceeds.

Most of the equipment is always at the storage unit. The computer is never there. The time machines and/or big clock are sometimes stored off-site. If you go to the unit and don’t see what you are looking for, the equipment manager probably knows and can help you find it.

CVR does all the use of equipment by outside groups. If you want to borrow something for use at a non-CVR event, that is perfectly ok. Just make sure to notify the equipment manager and president before you take anything. This will prevent conflicts where the equipment has already been promised to someone else for a particular weekend.

Results and Timing

If your event is using computer results, the race director should not be the one compiling the results (unless you have a co-director taking care of everything else). If you are compiling results manually from the clipboard, it is fine for the race director to also be the compiler. Also, make sure to put your results person in a place where they will not be accessible to inquiries from race participants while they are working.

For computer assisted timing and results you will need to coordinate with your timer. The timer generally brings the computer. You will also need to coordinate who has and brings the time machine, the Seiko timers (2-3 recommended), and the clip board with timing sheets. Most events need 3-4 people for timing.

Please remember to include the CVR Members status on the results to John Hackney and Jim Flint if it is a CVR/ORO series event. Please consider adding an 80+ age group for men to your event if you have not already done so.

Our primary RunScore results people are John Hackney, Donna Smyers, Bob Murphy, and Sandy Colvin (but it has been a while for her I think). Please see attached instructions for [Operating RunScore](#). Use of RunSignUp.com registration platform significantly improves results management as the entries are transferable from RunSignUp.com to RunScore.

Results (compiled by whatever means) should be forwarded to John H asap for posting on the website. Please send them to sports@timesargus.com. They have been great at covering our races.

Race Proceeds

For Mutt Strutt, Barre Town, Barre Heritage, Adamant, Groton Trail Race and Fallen Leaves races, the net proceeds of the event are distributed to a designated beneficiary. At the Annual Meeting 2016, a motion was passed requesting that all events contribute at least \$2 per registered paying runner to the club. The thought is that this charge will cover the cost of consumable items (e.g., race bibs, lime, batteries, safety pins, etc.) that are not being paid for directly out of event proceeds.

The following races are considered “premier events” and race directors are **asked to set the entry fee so as to generate earnings in excess of \$2/entrant for the club**: Capital City, Paul Mailman and New Year’s Eve. Note that the club has not set any specific income targets for these events so race directors can continue to use discretion.

The following races are considered “value events” and the race directors are requested to aim for **\$2+ per runner net**: Bear Swamp, Berlin Pond, and Sodom Pond.

And Leaf Peepers is different entirely; it is meant to make a “profit” for the club to fund our activities and we plan to get more than the \$2 per runner.

Appendix

Registration Application Example



OFFICIAL ENTRY FORM

DATE: Saturday, July 31, 2021 START: 9:00am

LOCATION: Barre Town Forest Trails, 44 Brook Street, Websterville, VT, 05678

REGISTRATION FEE: Pre-registration: \$5 by mail or online due before July 5, 2021 (see below) or \$10 after 7/6/21. Online registration available until 7/29/21 at RunSignUp.com.

Race day registration: \$10 At the Barre Town Forest Parking Area at 44 Brook Street, Websterville 7:45 - 8:45am.

Please no headphones, dogs or strollers during the race. Thank you.

NAME: _____ SEX: M ☐ F ☐ X ☐ AGE: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
EMAIL: _____ CVR Member? Yes No

I know that running a race is a potentially hazardous activity. I should not enter and run unless I am medically able and properly trained. I agree to abide by any decision of a race official relative to my ability to safely complete the event. I assume all risk associated with participating in this event including, but not limited to: falls, contact with other participants, local animals, the effects of weather, traffic and the conditions of the terrain, all such risks being known and appreciated by me. I further agree to abide by the Center for Disease Control's (CDC) recommendations for the prevention of the spread of the 2019 Novel Coronavirus Disease (COVID-19) and other communicable diseases, and I attest to having read the CDC's guidance at: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>. I understand that running with a baby jogger or dog is prohibited. I understand running with headphones is strongly discouraged. Having read this waiver and knowing these facts and in consideration of your accepting my entry, I, for myself and anyone entitled to act on my behalf, waive and release the Central Vermont Runners and all Sponsors, their representatives and successors from all claims and liabilities of any kind arising out of my participation in this event even though that liability may arise out of negligence of carelessness on the part of the persons named in this waiver. I grant permission to the foregoing to use my photographs or any other record of this event for any legitimate purpose. I understand that this event does not provide refunds in the event of a cancellation which may arise from extreme weather or unforeseen circumstances.

SIGNATURE: _____ DATE: _____

(If participant is under 18 years of age an additional signature of a parent or guardian is required)

ENTRY FEE: Online: Before 7/5/21 \$5. After 7/6/21 \$10 until 7/29/21.

Online Registration: www.cvrrunners.org, <https://runsignup.com/Race/VT/Websterville/BarreHeritageFestivalTrail5K>

Emergency Action Plan

Emergency Action Plan

The purpose of this Emergency Action Plan (EAP) is to establish consistent best practice guidelines to follow in the event of an emergency at an event sponsored by Central Vermont Runners (CVR). In the event of an emergency situation during an event sponsored by the Central Vermont Runners Club the following emergency action plan will be executed to the best of the ability of the race officials. Emergency situations may occur and are unpredictable. This plan details the important components to promote appropriate, effective and timely care in the case of an emergency.

Roles and Responsibilities:

- 1) The event Race Director is _____ **NAME** _____.
- 2) In the event that the Race Director is unable to perform their responsibilities the duties of race director will be performed by _____ **NAME** _____.
- 3) Assistants involved with race coordination and registration: _____ **NAMES** _____

- 4) The Race Director is responsible for providing:
 - a) first aid kit to the registration table;
 - b) a volunteer sign in list with names and phone numbers at the registration table for all volunteers to sign in order to be accounted for;
 - c) an available copy of the event course and all points of access for emergency service personnel;
- 5) The Race Director is responsible with communicating expectations of following the emergency procedures to the event volunteers including but not limited to the registration volunteers, course marshals and timers.
- 6) The Race Director will be accessible to communicate with course marshals as appropriate during event(s).
- 7) in the case of an emergency ensuring that all involved persons are removed from danger and seek care as needed;
- 8) The Race Director is responsible for completing the incident report form and following up with the CVR board of directors if necessary;

Course Marshals: All course marshals will have working phones and have the ability to contact 911, EMS or the race director.

Registration: A first aid kit is available at the registration table. The first aid kit is available to all participants who have the willingness and ability to perform first aid treatment. Registration should have a course map for EMS reference.

The below Emergency Action Plan Guide is to be completed by the race director and available at the event for use by volunteers. Please complete a EAP guide prior to each event and update annually.

Financial Reporting Form

Race:

Race Director:

Date:

Number of Runners:

INCOME:

Entry fees:

Sponsors:

Other:

Total:

EXPENSES:

Total:

NET INCOME (Total income minus total expenses):

Charitable donation (Amount and charity):

TOTAL AMOUNT TO CVR—Min \$2/Runner (Net income minus donation):

Note: Income minus expenses should be deposited to CVR. Charitable donation check will be sent out by the treasurer. Cash received may be used to reimburse RD or all income received may be deposited and RD reimbursed by CVR (or a combination of those 2 if cash doesn't cover expenses).



1712 Magnavox Way PO Box 2338
Fort Wayne, IN 46801-2338
Phone: (800)237-2917
Fax: Property & Casualty (312) 381-9079
Fax: Participant Accident (312) 381-9077
www.kandkinsurance.com CA #0334819

INCIDENT REPORTING INSTRUCTIONS & EMERGENCY PROCEDURES

EMERGENCY PROCEDURES

1. **ACTION:** Follow your written plan and take appropriate care of all injured persons.
2. **NOTICE:** Incidents can happen anywhere. Advising K&K as soon as practical after an incident occurs surrounding your event, regardless of the location of the incident or whether or not you feel you are responsible for the bodily injury or property damage, is essential. If appropriate, an adjuster will be assigned immediately.
3. **STATEMENT:** Do not make any statements regarding the cause of the accident. Give no opinions or conjectures to anyone other than your insurance company representative.
DO NOT ADMIT TO LIABILITY. DO NOT INFER OR PROMISE TO PAY. Use only the acceptable statement: "The accident is under investigation," NOTHING MORE!
4. **INVESTIGATION:** Cooperate with your insurance company representative. Let this person make any and all conclusive investigations.
5. **WITNESSES:** Secure names, addresses and phone numbers (home and work) of witnesses as soon as possible after the accident. **NOTHING MORE!**
6. **WAIVER & RELEASE:** (If required) If insured person was in restricted area, locate signed Waiver and Release immediately and store in safe place. Send to the insurance company only by request and by registered mail. Retain photocopy of Waiver and Release for your file.
7. **LOCAL AUTHORITIES:** If the incident is investigated by local authorities, identify to K&K i.e. police, from what town, county and state.
8. **INCIDENT REPORT FORM:** Complete all information required and available within 24 hours. Minimum information should include facility name and address, date of accident, victim's name, address and phone number, family name and phone number if fatality, and the signature of the person that completed form.

Mail ASAP – nothing can be handled by the insuring company without this information.

**REMEMBER: NOTIFY K&K OF ALL INCIDENTS,
NOT JUST THOSE CATASTROPHIC IN NATURE.**

PREPARE FOR EMERGENCIES

1. Have a qualified person designated to make ALL private, public or media statements. Make all personnel aware that only the designated statement person inquires about a loss.
2. Make a separate qualified person designated for all emergency medical, fire and security operations.
3. Have adequate personnel on site: security, medical, and fire protection services and equipment. "Adequate" means proper and prudent for your anticipated attendance and event activity.
4. Have backup personnel and equipment, including backup power sources, in place to maintain event integrity.
5. Have a written crisis management plan that addresses all "worst scenario" situations, including evacuation.
6. Train and practice all emergency procedures.
7. If policy wording requires it, have adequate supplies of Waiver and Release forms. Have adequate accident reporting forms on site. Those who must sign a Waiver and Release form are those persons practicing and/or participating in any athletic event sponsored by you, as well as anyone entering a restricted area, which is generally defined as any area where admittance to the general public is prohibited.
8. Have the name and number of your Insurance Contact posted prominently. In case of a major spectator loss or fatality, K&K's 24-hour number is 260-459-5000. Have one person responsible for this call. Call K&K direct; do not rely on a Broker, etc. to relay the call.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/27/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Management Group 959 E. 4th St. P.O. Box 1500 Marion IN 46952		CONTACT NAME: Margaret Mayers PHONE (A/C, No, Ext): (260) 338-2925 FAX (A/C, No): E-MAIL: mmayers@insmgt.com ADDRESS:	
INSURED Road Runners Club of America/2019 and Its Member Clubs 1501 Lee Highway Suite 140 Arlington VA 22209		INSURER(S) AFFORDING COVERAGE INSURER A: National Casualty Company NAIC # 11991 INSURER B: Nationwide Life Insurance Co. 66869 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 2019 \$1M Club **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Legal Liability to Participant \$1,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			KRO0000007654500	12/31/2018	12/31/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ Unlimited PRODUCTS - COMPOAGG \$ 1,000,000 Abuse and Molestation \$ 500,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HYBRID AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			KRO0000007654500	12/31/2018	12/31/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Excess Medical & Accident (\$250 Deductible/Claim)			SPX0000030282400	12/31/2018	12/31/2019	Excess Medical \$10,000 AD & Specific Loss \$2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Club Member Certificate

CERTIFICATE HOLDER Central Vermont Runners 66 Terrace Street Montpelier VT 05602	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2016/03)

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PAUL MAILMAN TEN MILER AND 5K-APRIL 27, 2019

VOLUNTEER SIGN IN AND WAIVER:

I know that volunteering for a road race is potentially hazardous activity, which could cause injury or death. I will not participate unless I am medically able and properly trained, and by my signature, I certify that I am medically able to perform this event, and am in good health, and I am properly trained. I agree to abide by any decision of a race official relative to any aspect of my participation in this event, including the right of any official to deny or suspend my participation for any reason whatsoever. I assume all risks associated with volunteering for this event, including but not limited to: falls, contact with other participants, the effects of the weather, including high heat and/or humidity, traffic and the conditions of the road, all such risks being known and appreciated by me. Having read this waiver and knowing these facts, I, for myself and anyone entitled to act on my behalf, waive and release Central Vermont Runners, the **Town of Berlin, State of Vermont** and the Road Runners Club of America, all event sponsors, their representatives and successors from all claims or liabilities of any kind arising out of my participation in this event, even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver. I grant permission to all of the foregoing to use my photographs, motion pictures, recordings or any other record of this event for any legitimate purpose.

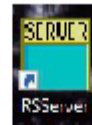
Printed Name

Signature

RunScore How-To

by Bob Murphy

Opening RunScore – double click on the desktop item RServer



Opening a Race File – Select from top menu, File > Open Race.

Double click on desired year.

Double click on desired race.

Double click on Entries.frm. The race data now exists in RunScore.

[Note: you may have only one race open in RunScore at a time.]

Updating the file for the current year (if using a prior year's file).

Update the basic info for the race (date, etc.)

- First, click on top menu, File > Save Race As, and rename race to reflect current year. This will ensure that anything you do to the file will not affect the prior year's file. When you save the file, you will be asked if you wish to close this file. Say yes.
- Click on Misc. in the lower menu.
- Select edit.entries.ini update file.

```
C:\RunScore\2019 Races\Berlin Pond 2019\FINAL\Berlin Pond 2021\Entries.INI
Race name      42nd Annual Berlin Pond Road Race
date format    MM/DD/YY
race date      12 August 2021
age field      AGE
%race location% Berlin, UT
%race distance% 5 MI.
%long race name% Berlin Pond Five Miler
%sub name%     2021 CUR/ORO Race Series Race #9
%reg number%   USA11 4010%00101
%weather%
%male record%
%female record%
```

Replace the information in the race name, race date, %sub name%, %reg number% fields and other fields as desired. Save your changes.

Updating results listings for the current year (if using a prior year's file). This is a little more involved than the procedure above. There are three files that I use for results (as seen under Listings in the lower menu: @AgeGrps, @Awards, and Results). Here is how I update those files.

- Example: Click on lower menu: Listings.
- Right click on @AgeGrps, and select Edit File.