



AGREEMENT FOR USE OF TIMING EQUIPMENT, CALIPHONE, AND ENTRY FORM SUBMISSION  
**\*\*\*\*To reserve the clock, please submit as early as possible when planning your race\*\*\*\***

As part of its goal to support and encourage local running events, the Cape Girardeau Road Runners Club makes available timing and finish line equipment for use at area races. The following conditions apply to the use of that equipment.

1. The following fees will be charged for use of the timing equipment, which includes electronic hand held thermal paper printer timers, large finish line clock, trained timer/operator  
Single Race under 5 miles (8K) .....\$175  
Single Race over 5 miles (8K).....\$275  
Dual race distances up to 10K (timed)....\$225  
Race with Webscorer on-line immediate results under 5 miles.. \$575.00  
Race over 10K, chip timing, and non-traditional races-see next page for detailed pricing. Feel free to contact us with any questions.

**A \$15 discount will be applied to races whose Race Director is a current Cape Girardeau Road Runners Club member. (One discount per race director/year)**

2. A Club member, who has been trained as an “official timer”, will transport and operate the timing equipment. This official timer will be responsible for setting up and operating the equipment at the event. In most cases, the official timer will require one race official to assist him.
3. If a race is twenty miles or more one-way from Cape Girardeau, a fee of .65 cents per mile (Current IRS rate) for all miles will also be charged, and should be added to total amount due. The mileage should be computed as round trip using map quest from 320 N Frederick St. Cape Girardeau, MO to the race address.
4. If you provide a PDF of your signup form or link to a registration website we will email that information to our members and post it on our Social Media at no charge.
5. A small califone pa system is available for a fee of \$40.00.
6. Payment for equipment rental is due in full upon submission of the contract. A contract can be sent electronically to [director@caperoadrunners.org](mailto:director@caperoadrunners.org) and an invoice will be sent for payment.
7. Race Cancellation Policy
  - Race cancelled at least 14 days in advance 50% refund
  - Between 13 days and 72 hours 75% cancellation fee plus any expense occurred
  - Less than 72 hours no refund

**Something to consider.** Several of our race directors offer a 10-15% discount to Cape Road Runner Members. This is a great way to get extra runners. When we advertise your race via email, we highlight that the race offers a members-only discount. If you use an online registration, you can usually create a code, such as CGRR, to give the discount. Inform us of how they are to receive the discount and we will get the word out

# Official Race Timing Contract

Date \_\_\_\_\_ Name \_\_\_\_\_ Signature \_\_\_\_\_  
(print)

As an official representative of the organization sponsoring the event, I have read and agree to the terms and conditions described on page one (1) of this form. This information will be posted for people to contact.

Name of Event \_\_\_\_\_

Race Distance \_\_\_\_\_ Date of event \_\_\_\_\_ Start Time \_\_\_\_\_

<p>Information to be placed on website/race calendar</p> <p>Race Director _____</p> <p>Are you a First Time Race Director? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Address _____          _____</p> <p>Telephone _____</p> <p>E-mail _____</p> <p>Race Benefits (if fund raiser) _____</p> <p><b>Race Website</b> _____</p>	<p><b>Please send contract and payment to:</b></p> <p>Cape Girardeau Road Runners          Clock Contract          P.O. Box 2325          Cape Girardeau, MO 63702</p> <p>Or pay by Credit Card by emailing this form to  <a href="mailto:director@caperoadrunners.org">director@caperoadrunners.org</a>.          You will receive an invoice to pay. A small service fee will apply.</p>
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Upon receipt and scheduling of your race, the race director will be contacted for confirmation.

Detailed directions to the race start:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Clock Rental and mileage</b>	
Single Race 5 miles (8K) or Less.....	\$175 _____
Add for Dual race distances up to 10K .....	\$50 _____
Add for over 8K up to Half Marathon.....	\$100 _____
Add for total Round-Trip Mileage _____ miles @ .65	
<span style="background-color: yellow;">(For races 20 miles or over one way)</span> <span style="background-color: yellow;">(Include round trip from 2021 Themis, Cape Glr)</span>	
Add for PA System.....	\$40.00 _____
Deduct for Cape Girardeau Road Runner Race director member discount (subtract \$15).....	- _____
<b>Total Enclosed</b> _____	
<p>Events such as distances over half marathon, chip timing, timed events, multiple races, or non-standard long duration events require additional information and a</p>	

We will offer CGRR members a discount of \_\_\_\_\_ (% or \$) off registration.  
 To obtain discount, members use code \_\_\_\_\_ at checkout or on paper form.



## Cape Girardeau Road Runners Basic Race Guide

This Guide is published to help give race directors a hand in planning and executing a running race. This is by no means a strict guideline as all races have a varying degree of situations associated with them.

### □ Sponsors

The first and most important step is obtaining sponsorships. Usually, one or more main sponsors along with as many minor sponsors as possible. These can be monetary donations or “in kind” sponsorship items. Entry fees usually cover t-shirts, awards, printing, timing and other minor miscellaneous expenses occurred with the event.

### □ Course layout

A lot of planning will go into your course layout. Day/time of week, traffic flow, volunteers needed, water stop placement, all play a role when you design your course layout.

**A parade permit may be required by the local Police Department prior to hosting your event.**

Make sure you measure and verify your race distances. There are many websites available to plot and post your course for runners to go online and take a look prior to the race.

### □ Volunteers

Having enough volunteers for a race is very crucial for a successful event. Race day registration, traffic/intersection control, water stops, finish line duties, and award distribution are all part of race organization that will need volunteers for accomplishment. Make sure you have volunteers at all major intersections. They should be wearing a safety vest or a bright shirt. If all your volunteers have the same bright colored shirt with the words “Volunteer” on the back, there will be less confusion with the public when they help with your race.

### □ Race entry forms

Your race entry forms will need to be designed to include as much information as possible. Name of race, date, location, start time for each event, award information (age grouping and number of awards), contact information, waivers, address to return the form with payment, and a mail able section to include entrants name, address, age on race day, t-shirt size requested, what event they are entering (if there are different distances or you have a run/walk event), and a place for a signature and date.

On line registration is another option. There are some on-line registration companies available for race directors to have their race placed. Runners can then, for a small fee, register online and pay with a credit card. You can set it up to receive notices every time someone registers. The company will then send you any registration fees they’ve collected usually every couple of weeks. (Contact Cape Road Runners for information)

□ **\*T-shirts**

Type/style

Decisions will have to be made on the material and type of shirt you want for your race. Do you want a cotton blend or a dry-fit moisture wicking shirt? Dry-Fit shirts are more expensive but are a somewhat better material and feel. Long sleeve or short sleeve is another decision.

Artwork design

A logo for your race to be placed on the shirt sometimes takes a lot of planning. Of course you want something to be representative of your event. Most printing companies will help with the artwork design once you give them a rough draft/idea to work with. Your cost will be dependant on the type of shirt (color, long/short sleeve, and material) and the number of colors incorporated in your art design. The sponsors for your race are placed on the back of the shirt and usually are one color.

T-Shirt cut off date

You may want to advertise a “guaranteed t-shirt if registered by date”. No one likes to be short or have a bunch of t-shirts left over after a race. If you advertise a guaranteed date, you can usually add some to it for race day registrations and then place your order ahead of time. Some t-shirt companies don’t charge for a second order but most will charge a lot more for a second run.

Volunteer shirts

You may want to consider ordering a bright colored shirt for your volunteers. When they are placed on your course at major intersections, they are more recognizable as being with your race to the general public.

□ **\*Awards**

Type

The decision on what awards will be handed out and what style/type also has to be made. There are trophies, medallions, plaques, ribbons etc. Some awards can be custom made with your race logo put on them, however these usually cost more and there is a minimum order needed. There are standard designs available for the type of event you’re hosting. There are a lot of companies available to purchase your awards.

Age Groups

You will need to determine what age group categories your awards will be in. Some race group the age brackets in five year groups while other will use ten-year groups. You will need to determine how many overall awards you will be giving. First overall Male and Female are the most common followed by the top three in each age group by male/female. How you break up your awards will be entirely your decision.

□ **\*Timing**

Finally you need to decide on a timing system for your event.

The Cape Girardeau Road Runners offer timing for your event. We offer an affordable system using electronic hand timers. A number is given each runner as they cross the finish line. A print out from the hand timers will have a number/time corresponding to each runners place. These print out times are then transferred to the registration sheets for easy calculation of finish places.

A large display clock is also provided along with an optional portable pa/cd sound system.

Race directors can send their results to [director@caperoadrunner.org](mailto:director@caperoadrunner.org) to be added on the website results page.

- Contact Cape Girardeau Road Runners for more information and resources for ordering your race needs

The below form can be used to log your registrations

***Male Female Age Group***

Name	Age	Bib Number (if used)	Time	Place