

BKVR Sponsored Race Requirements

1. Meet with the BKVR Board to discuss the race and provide a report (synopsis).
2. Must have a minimum of 1 BKVR member involved in the race organization.
3. Ensure the race is listed with RRCA.
4. Obtain copies of all necessary insurance certificates.
5. Ensure compliance with RRCA Race Safety Procedures.
6. Prepare a Race Financial Report (in writing) and submit it to the BKVR Board (email to President who will distribute to all board members) within 30 days after the race.
7. If the BKVR is not the primary race beneficiary, send \$2/registered runner to the BKVR treasurer within 30 days after the race unless otherwise agreed upon with the BKVR board.

Timetable for Managing a Race

1. Register race date with RRCA.
2. Apply for additional insured (town or property used).
3. Proof of race insurance.
4. Advertise – BKVR website and Facebook page, local, state and area calendars
5. Race committee meeting to:
 - a. Assign responsibilities.
 - b. Discuss budget (registration fees, paid and free publicity, sponsors, food),
 - c. Race safety including water stations (if longer than 4 miles),
 - d. Start and finish lines,
 - e. Results – reporting and awards,
 - f. Race swag.