

Montana Cup Check Lists

General guidelines for successfully hosting the Montana Cup.

Race-Day (before meet)

	Cordon off important areas that may otherwise get used up by public parking.
	Place public information signs for parking, hunting, leashing dogs, using trails, etc.
	Check and continuously monitor course markings.
	Enter race-day entrants into scoring database.
	Ensure that each race official has copy of pertinent Montana Cup rules.
	Race director recognize candidates for impartial MT Cup Committee ruling(s) in compliance with meet rules.
	Prepare refreshments.
	Setup registration (make sure all participants can easily locate) <ol style="list-style-type: none"> 1) Shelter, 2) Table(s), 3) Cash box with change (\$), 4) Early registration number/uniform distribution in separate area from race-day registration, 5) Residency check, 6) Entry forms & pens, 7) Numbers & pins, 8) Distribute starting assignments and course maps for runners to do self-tours of course, 9) What to tell those who register after no uniforms left (i.e. late fee to cover post-race uniform mailing).
	Place extra t.p.

Race-Day (during meet):

	Last minute check of course markings to correct possible tampering.
	Starter <ol style="list-style-type: none"> 1) Warnings and instructions about course, 2) Start instructions and commands, 3) Pistol and blanks, or other suitable starting device.
	Lead bike/vehicle (stay far enough ahead to be seen but not felt)
	Sweep course to make sure all finish and to initiate medical assistance if necessary.

Race-Day (after meet):

	Score races away from runners to minimize Scorers' distractions and to keep results secret until awards.
	Triple check results for accuracy and compliance with scoring rules before awards.
	Announce team and individual awards at post-race party.
	Make results brief immediately available for the Press.
	Give entry forms (early & race-day) with addresses, and a copy of the results, to the results coordinator.
	Email/mail full press release and results to participants and to all major Montana newspapers.
	Course breakdown, cleanup, and trash removal.

Week After Meet:

	Have additional race jerseys screened and mailed as needed.
	Update MT Cup emailing list for next year (get email addresses from registration forms).
	Reimburse successful team organizers (see MT Cup rules for specifics).
	Reimburse expenses incurred by meet organizers and officials.
	Inventory and package surplus team jerseys to be given (at <u>no cost</u>) to next event host.
	Produce Profit/Loss statements and post on web site for reference and learning by subsequent hosts. <ol style="list-style-type: none"> 1) Detail expenses (jerseys & screening, telephone calls, postage, food, equipment, fees, etc.), 2) Detail revenue (sponsors, donations, early & race-day registrations, jersey sales, etc.),
	Submit changes/additions to these checklists for the benefit of subsequent event hosts.