

Montana Cup Check Lists

General guidelines for successfully hosting the Montana Cup.

September-Week Before Races:

Secure medical support with reliable communication. Provide clear direction how to access race course.
Secure and place shelter and toilets at race site
Secure Starter's pistol and blanks, or other suitable starting device (e.g. air-horn, clack-board, whistle, etc).
Secure a primary and back-up timing system, and clock(s) for viewing by racers. MT Cup computer timing/scoring system available on this website.
Secure equipment for collecting and holding finish tags in order for scoring and awards.
Secure motion camera(s) for filming finish order (this will be one of your backups for scoring and timing).
Ensure that all four Cups (traveling trophies) are going to be engraved and returned for meet.
Begin entering entry form info into database for timing/scoring programs.
Post current status of pre-registration entries on web site (continue updating until eve of meet).
Secure all supplies for race-day registration.
Secure other prizes & awards. It is strongly encouraged that awards be cash or usable goods.
Jersey order & screening after early registration deadline - done using early registration data combined with team organizers' uniform need estimates. It's usually a good idea to order a few extra for each team; they won't go to waste.
Secure P.A. system, and compose announcement schedule (see example) <ol style="list-style-type: none"> 1) Welcome, and general instructions (dog rules, location of aid stations & toilets, etc.), 2) Race count-down times (e.g. "15 minutes until women's race start"), 3) Color commentary (e.g. history of event, team/racer bios, etc.), 4) Recognition of sponsors & volunteers, 5) Post race activities (e.g. "the awards ceremony will be conducted in the mezzanine at about 2:00 p.m.").

Week Before Meet

1 st Pre-event press advisory. Press will not cover event unless they know about it.
Produce course maps for race-day distribution.

Two Days Before Meet

2 nd Pre-event press advisory.
Randomly assign team alleys for each race start. Produce assignment lists for race-day distribution.

Day Before Meet

3 rd Pre-event press advisory.
Check mail for and process last minute registration forms.
Secure and prepare foods & beverages for refreshments (Hot stuff for cold weather?)
Lay out race course in clear and simple fashion (runners think slowly when racing fast) <ol style="list-style-type: none"> 1) Post event notices on public trails/areas, and ask that dogs be kept on leashes. People may be a lot more receptive to sharing if they know what's up before a pack of runners blows past, 2) Fair and safe starting line that provides equal access to course, 3) Equal sized, and randomly assigned, team starting alleys 4) Ensure that no runner will get misdirected or lost, 5) Danger warnings (e.g. treacherous footing, hunting season, etc.), 6) Kilometer marks, 7) Place obstacles (jumps, mud pits, etc.), 8) Finish wide enough for multiple runners to finish side-by-side and then a chute that helps to funnel runners into the correct, single-file order.
Place trash receptacles.