

## **SUB5 SERIES RACE GUIDELINES**

**1. History:** A potential series race should have a history of being run for a period of three to five years.

**2. Attendance:** A potential series race should have a minimum average attendance of 50 runners. A race should be promoted appropriately (road club web pages, newspapers, etc.).

**3. Safety:** A potential series race must keep the runners' safety first and foremost. If races are conducted on public roads, they should be well-marked and attended by volunteers who can inform motorists that a road race is taking place, and that they should proceed with caution.

**4. Race Applications:** Downloadable race applications must be sent to the Sub5 Web Master two months before the race in order that they can be placed on the Sub5 web page.

**5. Statistics:** Timing must be conducted with accurate timing machines with experienced operators. A potential series race must accurately collect finishing information (runners' times and places) quickly, and present it to the Sub5 organization for web page series statistical listing. This is usually done the day of races, but should take no longer than three days. (Races have in the past been dropped from the series for failure to present timely and accurate statistical information.)

**6. Distance:** A potential series race must be of a distance that is not over-represented within the series. An aim of the race series is to offer a variety of distances. Races should be measured with concern for accuracy.

**7. Staffing/Equipment:** A potential series race must have adequate staffing to meet the needs of the race. This would include volunteers for registration tables, flaggers, timers, etc. There must be an adequate number of water stops properly located along the course. Volunteers must be clearly instructed on what their job responsibilities are.

**8. Race Submission for Consideration:** A proposed series race must be submitted by December 31 of the year prior to the next annual race series.